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# Example of Campus Recruiting Coordinator Job Description

Our company is looking for a campus recruiting coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for campus recruiting coordinator

* Acts as a point of contact for America’s data requests
* Prepare for on-campus events (schedule coordination, materials shipment)
* Manage inventory of marketing materials (brochures, giveaways, banners)
* Tracks, manages and reports on all pertinent candidate information
* WCN / JobConnect / Taleo / RecSolu – Manages all systems data, from new role creation and job description generation, candidate management, referral and profile question review, to onboarding of the hire
* Subject matter expert on our systems and reporting
* Acts as the Super User for either WCN or Recsolu
* Presentations - Powerpoint/Pitchpro – Pulls and manipulates data at key points in the year
* Global Absence Tracking (GAT) – lead the annual absence tracking project for the Firmwide intern population (circa 600 hires), including liaising with the UK Payroll team, ensuring that all interns are receiving the correct payment amounts according to the amount of annual leave taken
* Collect, sort, distribute to appropriate coaches, create files for, and maintain such files for all data related to potential recruits

## Qualifications for campus recruiting coordinator

* You have had experience scheduling interviews and/or calendaring/calendar management
* You have a sense of urgency (and a sense of humor!)
* Experience with Gmail, Google Calendar, and Google documents is a plus
* A University Degree in a field relating to Human Resources Management, Business Administration, or Commerce is preferred
* Applications must include a transcript, cover letter and a resume
* We welcome all applications, but can only respond to candidates selected for an interview