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# Example of Campus Recruiting Coordinator Job Description

Our company is hiring 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

* Serves as a back-up for other HR Coordinators
* May assist with pre-selects, developing and presenting presentations, interviewing (pre-selects and office visits), conducting exit interviews and assisting with in-office events (intern presents, challenge, expo, etc) as requested
* Assists in planning and executing interviews
* Manages the distribution and collection of employment related materials such as Human Resources Forms, background check authorizations, to assist and serve as the main point of contact for onboarding related processes
* Working with the campus recruiter and broader campus team to ensure all attractions activities are scheduled, organized and executed to a high standard
* Support recruiters in virtual recruiting initiatives and marketing projects as directed
* Work with recruiters/team lead to ensure successful execution of all inhouse events, including events being adequately staffed with appropriate business representatives
* Coordinating recruiting event logistics (travel, etc) for events
* Onsite support and attendance for London Office events
* Will be required to travel to campuses during high volume campus season

## Qualifications for campus recruiting coordinator

* Manage posted vacancies, paying attention to candidate pipeline, skillset and eligibility
* Maintain accurate, consistent candidate information in WCN and on offer trackers (where needed), including up-to-date accept and decline information
* Work with Payroll to ensure correct relocation and sign on amounts are paid
* Manage the on boarding process for full-time & intern hires
* RTW checks – be trained in and able to complete the legal right to work checks at intern and graduate induction days, dealing with any failures to comply professionally and efficiently
* 2+ years’ experience as an administrative assistant or coordinator