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# Example of Campus Recruiting Coordinator Job Description

Our company is growing rapidly and is looking for a campus recruiting coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for campus recruiting coordinator

* Take a key role in the Summer Internship Programme and Spring programme as required
* Assist with the Summer Analyst Program for selected business units
* Coordinate and participate in firm-wide and divisional recruiting events on-campus and on site
* Act as a liaison with career services offices, student organizations and outside vendors to schedule recruiting events
* Maintain relationships with candidates
* Track and report on recruiting activity for the various divisions globally, including head count, EEO data, statistics and competitor information, through use of our candidate tracking system and databases
* Build relationships with and partner with recruiting leaders and school team members across selected business units to understand functional needs of the business and execute recruiting strategy
* Assists in planning and executing interviews various on and off campus events
* Manages the distribution and collection of employment related materials such as evaluation forms, background check authorizations, to assist and serve as the main point of contact for onboarding related processes
* Coordinating the hiring process with recruiters

## Qualifications for campus recruiting coordinator

* Experience of working with WCN or an applicant tracking system in house
* At least 1 year of experience in recruiting and/or sourcing (experience in Campus is a bonus)
* Passion for finding talent, making connections, and building relationships
* Ensuring timely and accurate data entry into the Taleo applicant tracking system
* Creating offers in Taleo per the guidelines provided by the recruiter
* Scheduling applicants for interviews and pre-employment testing