Downloaded from <https://www.velvetjobs.com/job-descriptions/campus-recruiting>

# Example of Campus Recruiting Job Description

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

## Responsibilities for campus recruiting

* Ensure our selection methodologies are aligned, clear, consistent, and result in the right hiring decisions
* Network within the marketplace to understand competitive landscape and compensation practices to provide input into offers
* Partner with leaders, employees and HR colleagues firm wide to create an environment of trust, inclusion and engagement
* Manage firm wide campus recruiting process
* Create and manage recruiting plan and budget for each school and initiative
* Train, consult and involve team captains and recruiting team members throughout the year
* Schedule, coordinate and attend campus presentations, careers fairs, interview schedules and target events
* Liaise with candidates and appropriate school representatives regarding campus interview logistics, in-office interview logistics, offer details and hiring process
* Conduct resume review on all campus recruiting profiles and select profiles that meet firm requirements
* Plan and attend all summer intern events for all events

## Qualifications for campus recruiting

* Support Human Resources Team with ad hoc projects
* Prior Microsoft Office experience preferred
* Prior project management and event planning experience preferred
* You have endless amounts of energy and are very detail-oriented
* You adapt quickly to changing priorities and are very resourceful
* You have outstanding interpersonal, verbal and written communication skills