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# Example of Campus Recruiting Job Description

Our company is growing rapidly and is hiring for a campus recruiting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for campus recruiting

* Conduct and coordinate campus and in house interviews and selection process for Europe Internship Program and Graduate Program (Young Professional Program)
* Manage onboarding process for all Europe interns and graduates including monitoring background checks and onboarding paperwork
* Determine specific intern orientation components, and coordinate summer training series
* Provide performance feedback to interns and managers during the internship
* Process improve the program year over year to ensure the program is meeting the business needs
* Support, coordinate and lead employee brand projects and strategies across Europe
* Created targeted recruitment communication campaigns tailored by audience
* Monitor internal and external trends and best practices in talent acquisition related to campus recruiting
* Support the recruitment efforts for undergraduate and graduate campus hires
* Maintain correspondence with potential candidates and recruitment teams

## Qualifications for campus recruiting

* Must have strong presentation skills to various levels of audiences, including executives, peers, and students
* Demonstrated leadership and teamwork facilitation skills are required, attention to detail and strong organizational skills
* Expert proficiency with Microsoft Office (Word, Excel, PowerPoint) and Microsoft Outlook is required
* Experience with or working knowledge of major college job posting systems such as NACE Link, Symplicity, and MonsterTrak is a plus
* Demonstrated knowledge and experience in university recruitment processes and practice is preferred
* Pursuance of higher degree studies (BA or Master's degree level), preferably with a specialization in HR