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# Example of Campus Job Description

Our company is looking for a campus. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for campus

* Communicates and solicits feedback regularly with the management team and all associates in regards to the clarity and comprehension of all goals, policies, and procedures
* Conduct research and stay current on industry best practices around Campus
* Provide feedback and input to the Campus Manager to continuously improve our campus programs
* Travel within the GTA (and occasionally outside of GTA to support regional initiatives) 25%+ during peak campus recruiting seasons
* Ensure diversity is a top priority, and work with several diversity organizations, both internal and external, to ensure a diverse pipeline of candidates
* Actively recruits corporate candidates and screens the flow of qualified applicants to fill vacancies, ensuring compliance with company policies State and Federal regulations including but not limited to EEOC and Affirmative Action
* Creates marketing tools to be used to assist in the recruitment process which may include promotional brochures, recruitment booth, job flyers
* Coordinate with internal teams on FTI’s participation in all campus events, including career fairs, student organization events and presentations
* Coordinate and track candidate touch-points and sell message post-offer / pre-offer decision deadline
* Facilitate diversity initiatives with identified university targets

## Qualifications for campus

* Provides assistance to the Campus Director, Admissions Manager, Admissions Officers, Business Office and Academics as required
* Maintains employment documents as required by the State
* Ensures the class schedule is entered in the system and posted at the classrooms
* Enters and updates campus class attendance as needed
* Operates campus switchboard and inbox
* Reviews inventory, orders office/kitchen supplies, and ensures campus is organized