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# Example of College Recruiter Job Description

Our company is searching for experienced candidates for the position of college recruiter. 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 college recruiter

* Collect with resumes and background information pertaining to prospective Development and IT candidates
* Required to meet specified goals for hiring Development and IT candidates by screening candidates through Applicant Tracking system, sourcing candidates, and meeting candidates through University events
* Meeting with a variety of individuals in Higher Education and students as a representative, knowledgebase for Paycom
* Learning the Paycom software development and IT environment and success factors
* Building partnerships internally and externally
* Sourcing, identifying and working closely with top tier students, strategic campus planning to include relationship development with key university stakeholders and student organizations, maintaining Internship positions, support national events, other duties as assigned
* Using Applicant tracking system, LinkedIn, Job boards and other networking tools to identify and contact qualified candidates for technical openings at Paycom
* Provides information regarding admissions requirements and program benefits to prospective students and parents via phone, mail and personal visits
* Attends departmental and/or college meetings to maintain awareness of new educational areas that may be of interest to college recruits
* May serve as consultant and resource to internal departments with recruitment training and new student enrollment process training via information sessions, committees and professional development opportunities

## Qualifications for college recruiter

* Experience in high-volume, full-cycle recruitment experience
* Experience specializing in college/Intern recruiting preferred
* Solid, and persuasive, verbal and written communication skills
* Is results oriented
* Analyzes and assesses situations to find effective solutions
* Initiates, implements and supports change within the organization