Downloaded from <https://www.velvetjobs.com/job-descriptions/college-recruiter>

# Example of College Recruiter Job Description

Our company is searching for experienced candidates for the position of college recruiter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for college recruiter

* Ensure the business is registered for Target Partner School career fairs, assemble recruitment teams, provide Recruiter Training, inventory recruitment materials in preparation
* Manage candidate activity through the Applicant Tracking System (ATS) to ensure compliance and process requirements have been met
* Support the College Recruiting efforts to recruit top talent for Intern & Coop positions and Leadership and Engineering Development Programs
* Build relationships with select colleges and universities and coordinate career fairs and events
* Recruit for various Apprentice programs
* Presentations to student groups
* Conduct presentations at various high schools and events to attract candidates to program
* Facilitate evaluation and interview process
* Supports the operational aspects of the recruiting cycle including resume management, logistics, reporting, tracking, analytics
* In a fast paced environment, work with team to coordinate interview schedules and arrange travel

## Qualifications for college recruiter

* Experience in Diversity and Inclusion and/or Human Resources is desired
* Involvement in community diversity initiatives and/or programs
* Ability to travel and attend events outside normal business hours
* Previous recruiting experience within an IT consulting organization is preferred not but required
* Bachelor-s Degree from a Four (4) year College or University and one (1) to two (2) years related experience and/or training
* Applicants must have past campus recruiting experience