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# Example of Contract Recruiter Job Description

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

## Responsibilities for contract recruiter

* Promote campus hiring and university relations
* Coordinate and administer pre-employment assessments
* Partners with hiring managers to identify, evaluate required duties and responsibilities, knowledge, hard and soft skills and abilities regarding job requirements
* Assists hiring managers in creating job descriptions that identify the duties and responsibilities, education, experience, and knowledge, skills and abilities required to successfully complete the job
* Partners with hiring manager providing consultative and advisory recruiting strategy including market trends, candidate assessments, candidate challenges, time lines, interview schedules/conflicts
* Reviews/analyzes resumes and/or applications, interviews (via phone and/or one-on-one), identifies candidates meet requirements, schedules candidates for interviews with hiring managers, assist hiring managers in selecting candidates for hire, conducts reference and background checks
* Processes and provides on-boarding information for hiring agency
* Travels and participates in college recruitment, job fairs, and other recruiting initiatives
* Work with Hiring Managers and Directors to determine target profiles
* Source candidates via various methods to maintain a pipeline of talent

## Qualifications for contract recruiter

* Experience in a fast-paced, hyper-growth environment
* Strong knowledge and experience in creating and implementing strategic Recruiting initiatives
* Ability to manage high volume recruitment
* Knowledge of current applicant management systems and web based recruitment tools
* Experience with AAP and EEO requirements
* OFFCP experience (compliance metrics, program experience, best practices)