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# Example of Diversity Recruiter Job Description

Our innovative and growing company is looking to fill the role of diversity recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for diversity recruiter

* Contribute to ad-hoc recruitment projects and internship programs, with specific focus on diversity strategy and partnerships
* Reviews resumes to assess against entry-level profile
* Collaborates on the development and implementation of strategic recruiting programs focused on diversity and inclusion
* Communicates strategy/key messages to Diversity leaders and key business stakeholders
* Researches best practices for full life cycle recruitment programs, with a focus on diversity and inclusion
* Reviews resumes and applications to assess against entry-level profile
* Serves as primary information resource for recruits throughout the conference and interviewing process -- communicates status, answers questions, extends offers, coordinates all follow-up efforts
* Tracks metrics and provides data and reports on a regular basis
* Engage passively looking candidates explain the employee value proposition of Consumables and the individual appeal to prospect
* Develop recruitment strategy for each open position in partnership with leadership

## Qualifications for diversity recruiter

* Analytical Reasoning – Has a basic understanding of research methodologies and statistics
* AIRS CDR and CIR Certification would be preferred
* Strategically source and Recruit the best of diverse talent
* Demonstrated expertise sourcing for senior level roles
* Attend internal and external events to attract, engage, and build a pipeline of potential diverse candidates for all levels of the organization
* Build and maintain relationships with diversity groups and organizations