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# Example of Graduate Recruiter Job Description

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

## Responsibilities for graduate recruiter

* Partner with business lines & HR representatives to provide a positive candidate and hiring leader experience with a unified and consistent business approach
* Track and communicate metrics to ensure the recruiting activities align to the company's strategic objectives
* Create and document sustainable processes and practices for undergraduate and graduate rotational programs
* Advising students on their application to medical school
* Conducting mock interviews
* Assist program faculty in preparing letters of recommendation for students who apply to medical school or other post-graduate schools or positions
* Preparing reports on the qualifications of the applicant and matriculant pools (in coordination with the Director of Admissions)
* Tracking the academic progress of AMP students and efforts to address academic difficulties
* Coordinating preparation of letters of reference for AMP students seeking admission to health professional programs
* Tracking the health professional school placement records of AMP students

## Qualifications for graduate recruiter

* 5+ years of direct recruitment experience
* Must be located within the West coast U.S, or Idaho/UT
* Post secondary education in a related field (Human Resource Management) with a completion date in 2016 or 2017
* Experience working in an office setting is an asset
* Strong attention to detail, organizational skills, and analytical skills
* A sincere commitment to providing excellent service to clients and candidates, and an ability to establish and develop long term relationships