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# Example of Graduate Recruiter Job Description

Our company is searching for experienced candidates for the position of graduate 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 graduate recruiter

* Tracking recruiting and marketing expenses and their effectiveness
* Researching and identifying target markets and recruiting venues, analyzing trends and assessing effectiveness of recruitment events
* Coordinating social media strategies that target key constituents globally and in the United States in coordination with Communications and Marketing personnel, including generating content and reviewing recruitment materials by seeking input from key constituents
* Collecting and evaluating feedback and data to inform recruitment materials and campaigns
* Employing effective and professional communications/marketing skills, generating and responding to inquiries, providing consistent and professional recruiting information and communicating proactively with partner universities, schools and recruitment organizations in a timely manner
* Delivering marketing and promotional presentations to diverse audiences domestically, internationally, virtually and through key partners
* Leads recruitment activities for particular clinical, allied health or other assigned lines of business, developing Recruiter strategies to achieve required results
* Managing a workload of requisitions relating to graduate, intern and apprenticeships
* Using Taleo functionality to create appropriate pre-screening questions in relation to specific role’s
* Posting role’s using GFT library of role descriptions confirming specific requirements with hiring managers

## Qualifications for graduate recruiter

* Ability to multi-task and complete tasks in a timely manner
* Work in a very fast paced environment, at times under pressure
* Ability to be tactful, maintain confidences, and foster an ethical work environment
* Ability to contribute individually in a team-environment
* 3-5 years of experience, preferably at an institution of higher education
* Experience and successful track record in recruitment and admissions is preferred