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# Example of University Recruiter Job Description

Our company is growing rapidly and is looking for an university recruiter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for university recruiter

* Responding to candidate inquires about the overall University Relations program
* Assisting with coordination for all steps of the recruitment process
* Design, implement and execute robust, innovative, university specific recruiting strategies to attract and hire top university talent and meet hiring goals
* Build and maintain relationships at target universities with career centers, key faculty, professors, administration, and student organizations
* Build and maintain strong working relationships with internal stakeholders
* Participate in the planning and execution of intern program activities
* Participate in related programs, process improvement projects and University Talent initiatives as needed
* Ensuring successful utilization of campus recruitment Customer Relationship Management (CRM) system at career events
* Partners with Talent Acquisition Operations Specialist team to create initial job requisitions including outlining requirements for positions and ensuring the requisitions are approved and posted to applicant tracking system
* Utilizes feedback from hiring departments to develop firm understanding of department cultures and position requirements, including skills and background required for positions and programs

## Qualifications for university recruiter

* Creates and submits compensation proposal to hiring committees
* Handles negotiations, ad hoc questions, immigration requests, relocation requests
* Consistently works to maintain a great relationship with the candidate from first engagement to final touch
* Ensures that the most up to date information about the candidate is maintained in Taleo, Avature, and Gdoc spreadsheets
* Partners with Campus Intern Program Manager to create and review interview guides
* Reviews student applications, resumes, and other credentials