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# Example of University Recruiter Job Description

Our growing company 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

* Develop and maintain year-round relationships with local and regional universities and their students
* Establish year-round relationships with the career centers, professors, student clubs, organizations, internal stakeholders and alumni
* Develop and market the L-3 brand
* Embody exceptional candidate relationship management skills with solid negotiation skills to delivers a brand-defining experience while effectively managing expectations
* Find and engage unique and/or passive candidates through creative sourcing techniques Campus outreach
* Attend recruiting events and interviews as needed
* Influence, maintain and reinforce consistency in the Bell employment and product brand (materials, presentations, website, social media)
* Generate and assist in tracking and processing of offer letters and sign-on bonus agreements to ensure all documents are reviewed, signed and handled timely
* Manage student requisitions
* Build networks with administrators, faculty and student-body leadership at target universities

## Qualifications for university recruiter

* Travel required, including overnight stays (approx
* Must be a team player with a high sense of urgency and have the ability to interact at all levels of the organization connect with students
* Experience with technology and social media drive efforts for university relations
* 5+ years direct full life cycle recruiting experience for positions of varied levels of authority, campus recruiting experience highly preferred
* Ability to travel up to 20%, concentration of travel is during Fall semester
* Must have the ability to quickly learn systems, processes, and procedures and have extensive past use of an applicant tracking and contact management systems, preferably BrassRing and Avature