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# Example of University Recruiting Job Description

Our growing company is looking for an university recruiting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for university recruiting

* Screening – Coordinate interviews between candidates and hiring managers from the business
* Fresh/Recent University, Polytechnic or GCE “A” level graduate in Business, Human Resources, Psychology, Digital Media, Technology, or related field
* 0 to 2 years’ experience in administration
* Strong attention to detail, able to work independently, and discreet
* Be hyper-knowledgeable about our business and be on point for offer negotiation and HR-related questions
* Showcase your passion for campus hiring
* Manage resource assignments to D&I and Campus events and provide communication to support staff
* Execute Talent Ambassador program in collaboration with senior executives and hiring managers participants
* Partner with PDP Manager on recruitment and synergy of programming strategies
* Manage the budget for UR&R programs and Aid to Higher Education (AHE) grants

## Qualifications for university recruiting

* You can expect challenging, value-add work that will stretch you
* Must be a recent graduate from a college or university
* Leadership presence and credibility to interact and build business relationships with all levels of employees and stakeholders, including senior leaders
* Proven ability to motivate and inspire those around you to meet business objectives
* High level of organization and ability to manage multiple projects simultaneously
* Ability to communicate effectively and work with teams using in-person, email, phone, and video