Downloaded from <https://www.velvetjobs.com/job-descriptions/university-recruiting>

# Example of University Recruiting Job Description

Our growing company is hiring for an university recruiting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for university recruiting

* Demonstrate ability to gain an understanding of relevant SAP modules as applicable to designated area(s)
* May be required to extract data from SAP and convert to Excel or some other application to support management in a timely manner
* Develop an understanding of the company, our products and the industry environment
* May work in various departments, and should seek opportunities to become involved in process improvements
* Responsible for receiving orders, checking product availability, securing product transportation and delivery, and ensuring accurate invoicing
* Will execute precise sales operation, data planning, and the fulfillment of master data in SAP
* Ensure accuracy and timeliness of all fulfillment master data in SAP, and extended systems including E-commerce tools
* Act as the subject matter expert with clients for all customer-related issues
* Provide customer service to help meet the needs and expectations of customers
* Communicate effectively with sales, marketing, operations, and transportation to effectively provide answers to inquiries regarding all price, product availability and transportation requirements

## Qualifications for university recruiting

* 7+ years of corporate or university or search firm progressive recruiting experience including sourcing and full life cycle recruiting for senior level candidates, including years in program management and /or talent consulting
* 3-5 years university recruiting experience in a dynamic, high demand environment, with a minimum of 2 years program management experience
* Extensive experience in candidate assessment, recruiting principles, theories and concepts with ability educate hiring managers on conducting behavior-based interviewing and compliant candidate selection practices
* Bachelor’s degree and 6 years of experience in Talent Acquisition, Human Resources, Project Management, or Training and Development
* Experience in project management, HR systems, developing HR training materials, compliance, and reporting
* Exceptional bias for action