



# Example of Campus Recruiter Job Description

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

- Manage the day-to-day activities of recruiting team (one local coordinator, 20% each of two global coordinators, one intern)
- Manage the marketing strategy on local campuses and share BDPs
- Plan and manage the event planner and VP/Manager recruiting event assignment process
- Manage candidate selection process
- Develop and manage the Summer Associate (SA) program by helping train and collaborating with the SA Program Manager (partial allocation of client facing manager)
- Manage the affiliation program for each of the three Consultant classes
- Directs and coordinates campus recruiting activities such as, candidate phone screens, on campus interviews, on-site interviewing and other administrative details for campus recruiting
- Develop and participate in all activities such as presentations, career fairs, office and campus interviews, "sell" receptions/dinners/weekends
- Create and deliver a positive candidate experience
- Build campus ambassadors from our internal alumni and team members

## Qualifications for campus recruiter

- Bachelor's degree in Human Resources, Business Administration, Communications, Marketing, and/or business related degree
- Flexibility to travel up to 50% during peak recruiting season

- Detailed oriented and has a commitment to delivering excellence
- High energy and a passion for Campus recruiting