



Example of Campus Recruitment Job Description

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Our growing company is hiring for a campus recruitment. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for campus recruitment

- Assist the recruitment team with the tracking of all pertinent information using Applicant Tracking System, (TalentLink)
- Develop multiple talent pipelines through co-op and internships, direct hires, career programs, social media, competitions, student ambassador programs, and enable the attraction of diverse talent into the organization
- Maintain metrics reporting for all campus and candidate activities
- 5+ years' progressive HR experience including 2-4 years Campus Recruitment experience and expertise
- Technology and Operations domain knowledge / experience is key
- Strong impact and influence skills with the ability to gain confidence of stakeholders quickly
- Results oriented, multitasking and strong sense of urgency mindset
- Strong communication skills (verbal and written) with the ability to deliver presentations on campus
- Comfort level and engagement with Social Media (LinkedIn / Twitter)
- Support the Technology & Operations Recruitment team with high volume interview scheduling for co-op and new graduate candidates

Qualifications for campus recruitment

- Bachelor /Master's degree, or equivalent, in Engineering/Computer Science/Information Management

- Undergraduate degree in a business discipline
- Support School teams' operational and attraction activities provide giveaways, marketing materials, equipment
- 3-5 years direct recruiting experience
- Ensure that our Employment Brand and Employee Value proposition is appropriately positioned within the context of all campus/student R&I programs