



Example of Campus Recruitment Job Description

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Our growing company is searching for experienced candidates for the position of campus recruitment. 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 campus recruitment

- Assist the recruitment team with the tracking of all pertinent information using our Applicant Tracking System (TalentLink)
- Work with business partners and campus teams to create and execute on-campus strategy and enhance the organization's brand and reputation at assigned target schools
- Serve as leads and experts on all aspects of intern and analyst onboarding
- You lead the EMEA campus team and manage the campus budget
- Create career videos
- Create Campus one-pagers
- Create "Recruitment-in-a-Box"
- Create Excel Model for Corporate Internship request forms
- Research swag items for Campus and Military
- Shadow Military Recruiter on sourcing process

Qualifications for campus recruitment

- Liaise with campus career centres in order to determine needs and ensure BMO presence
- In coordination with Senior Recruitment Partner execute campus/student recruitment activities – develop and maintain various campus recruiting initiatives including participation in career fairs and facilitation of relationships with campus career centers to build pipeline for potential hires

- Act as a subject matter expert for campus recruitment best practices, maintaining quality benchmarks, processes and standards for recruiting across Canada and US
- Maintain knowledge and subject matter expertise of relevant industry and segment trends and recommend program revisions as appropriate
- Liaise with relevant HR Business Partners, Talent Management & Diversity colleagues, HR SST colleagues, the BMO Capital Markets learning team, and Hewitttt designated recruiters