



Example of Campus Recruitment Job Description

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Our company is growing rapidly and 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 with military hiring fairs coordination
- Will source and screen for non-exempt up to mid level exempt positions
- Screen resumes
- Utilize job boards
- Collaborate on sourcing plans and candidate assessment and selection
- Arrange campus talks, on-campus forum, firm visits, drive other campus related activities with good presentation skills & project mgmt
- Enhance candidate experience and hiring process, including but not limited to interview scheduling, assessment process, offer tracking, on boarding process, internship management, report generation and
- Implement campus strategy in region aligned with the business objectives the ASEAN Pacific campus direction
- Create and execute strategy for the recruitment year including all campus events and relationship activities
- Develop, maintain and strengthen relationships with target university/college stakeholders drive intern to graduate conversion

Qualifications for campus recruitment

- Currently completing Bachelor or Master degree in a field of HR, Economics or Psychology
- Have the ability to work independently and be self-motivated team player

- Ensure the offices are supported and represented across recruiting campaigns – including cross staffing interviews and events
- Liaise with all Canadian offices to convey process, to provide access to the same pool of candidates, and to confirm calibration of offers
- Build and develop the experienced/ senior hiring recruiting process and team for Canada, to support hiring needs