



Example of Campus Recruitment Job Description

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Our company is growing rapidly and is hiring for a campus recruitment. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for campus recruitment

- Partner with the RPO account manager on all aspects of team management
- Undertake projects and ad hoc requests as required by the Head of Revenue Campus Recruitment
- Keep the Head of Revenue Campus Recruitment and HR Coverage up to date with the developments of the divisions recruiting progress and changes to the strategy, escalating any issues as appropriate
- Identify operational synergies across Front Office, partnering with Sales, Trading & Research Campus Recruitment in sharing best practises and process efficiencies
- Work with regional Campus Recruitment manager for campus programs including planning, organizing campus talk, assessments and offer procedure
- Participate in the implementation of branding promotion in campus
- University public relation maintenance and cooperation, arrange students' visits, campus talk, and drive other campus related events
- Work with regional Campus Recruitment manager to improve hiring process, including interview scheduling, assessment process, offer tracking, on boarding process, internship management, report generation and
- Social media operation including program planning, content making, design and promotion
- Talent management system operation and optimization

Qualifications for campus recruitment

- BCG experience in recruiting or other domains is a strong asset

- Prepare and deliver offers to candidates and work with coordinators to manage all candidate preparation for new hire processes including offer management and background screening
- Strong analytical and project planning/project management skills
- One to two years of experience in accounting and financial transactions and customer service activities (includes academics)
- Five or more years of experience in financial accounting activities (includes academics)