



Example of Campus Job Description

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Our company is looking for a campus. 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

- Work closely with hiring managers (at all levels) to create effective hiring programs
 - Leverage data as needed to achieve operational objectives by preparing and recommending strategic plans
 - Build and maintain network of potential candidates through pro-active sourcing and on-going relationship management
 - Coordination and logistical planning of campus recruiting events throughout the year
 - Will be a high level of communication (by both email and phone) with students involved in our campus recruiting process
 - Be able to recruit passive candidates and possess the mentality to "profile people and gauge chemistry of candidates for fit and understand their motivation" rather than sell a role
 - Communicate effectively with the hiring manager and interview team to ensure preparedness during the interview process
 - Support budgeting/planning & fiscal management
 - Manage the recruiting process for university candidates from CV screen and interview to offer creation and background check (partnering with compensation, immigration, relocation, global HR stakeholders, legal)
 - May assist with planning efforts for the internship programs and annual leadership conference to identify and attract key talent to build intern and full-time hire pipeline
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- Can work independently while also being a team player with a can-do attitude
- Flexibility to deal with last minute changes, the ability to remain calm under pressure and comfortable working with minimal direction
- Minimum of 10 years progressively responsible management experience in an education, service, operations, or related business environment
- Knowledge of the local Phoenix market and community is strongly preferred
- Previous experience working in a highly-complex work environment with multiple reporting lines
- Experience in analyzing market information related to student / customer demographics and creating market focused strategies