Example of Campus Job Description

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Our innovative and growing company is hiring 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

- Has direct supervision of campus management team and indirect supervision of campus staff
- Support development of the recruiting strategy for each year (e.g., share of interns vs
- Manage Offeree Weekends and Summer Associate programs
- Help build and manage Consultant recruiting budgets
- Establish and build relationships with internal business partners, developing long-term partnerships
- Partner with internal and external stakeholders nationally in order to execute on program deliverables
- Build relationships with target schools, students and faculty
- Build and lead a robust program curriculum addressing business needs and leadership development skills (Co-op, Internship, New Grad Leadership Development programs)
- Plan, execute, and participate in all of the on-campus and in-house activities for schools including company presentations, information sessions, office visits, networking events, and career fairs
- Generate relevant reports using our applicant tracking system Maintain close relationship with each new grad cohort via regular touch points

Qualifications for campus

- Basic knowledge in relevant working experience
- 1-2 years in HR support roles preferred
- Ability to communicate effectively with key state and regional officials, internal stakeholder groups
- Calls inquiries, prospective students, new and continuing students as directed
- Reviews admissions reports/checklists with Campus Director to include timeliness of documents