



# Example of College Recruiter Job Description

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Our growing company is hiring for a college recruiter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for college recruiter

- Ensures hiring manager has quality information for hiring decisions, such as application, resume, transcripts, references
- Work with the Assistant Dean of Student/Post-Graduate Support Services, Executive Director of Operations/Research, Manager of Communications, Program Coordinators, and other key SONHS personnel to develop a comprehensive recruitment plan, brainstorm new recruitment strategies, explore new resources, and strategically market SONHS programs to recruit a top-notch and diverse student body
- Work with the Assistant Dean, Associate Deans, Program Directors, and faculty to reach out to current students and encourage them to continue their education at the School of Nursing and Health Studies
- Conduct interviews, source and manage diverse pipeline for employment at VU
- Create, implement, and support college programs, including guest lecturing, career fairs, and sponsorships
- Establish and cultivate positive relationships with community organizations and VU employees
- Work with People Services teams on developing a diverse pool of applicants for various opportunities
- Continuously monitor and identify opportunities for diversity and inclusion enhancement
- Recruit candidates via career fairs, campus career services, campus interviews, student associations, on-site visits
- Provide leadership for increased enrollment across the College

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- A creative mind that enjoys problem solving
  - Developed skills in Microsoft Word
  - Intermediate knowledge of social media platforms, particularly LinkedIn, Facebook, and Twitter
  - The majority of your day would be spent working with our staff to identify top tier students in our required technical disciplines
  - You will train our technical staff to act as extensions of the talent acquisition team, and guide them as they engage with students through a variety of outreach activities
  - You will track non-traditional recruitment activities, and coordinate traditional campus recruiting activities