



Example of College Recruiting Job Description

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Our growing company is looking to fill the role of college recruiting. 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 college recruiting

- Perform on-going analysis of data with quick deadlines
- Act on delegated tasks from Team Manager
- Support publisher outreach directly and indirectly through agency support, to grow and retain high-value publishers across the traditional and non-traditional publisher space
- Support development of commissions strategy to simultaneously drive publisher value while grow efficiencies of the program
- Support offer and creative development
- Run campaign analysis, monitor performance and trends to maximize publisher output
- Conversion rate optimization
- Create and distribute employment-related correspondence
- Ensure timely processing and completion of applications
- Oversee and participate in external recruiting

Qualifications for college recruiting

- Required to travel by car or plane 30% of the time
- Required to occasionally work evenings and weekends to attend required events and functions
- Experience undertaking tasks that require strong follow-up skills and paying attention to detail

increasing levels of responsibility

- Experience with behavioral based interviewing techniques such as DDI's Targeted Selection
- Experience with PeopleSoft or SuccessFactors Applicant Tracking Systems, internet recruiting, social networking, and social media applications