



Example of University Recruiter Job Description

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Our company is growing rapidly and is looking for an university recruiter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for university recruiter

- Coordinate year-round campus recruiting events to build and maintain a network of potential candidates through pro-active market engagement and on-going relationship management
- Recommend ideas and strategies related to recruitment that will contribute to the long-range growth of the company
- Monitor the development and rotational opportunities for new-hires
- Participate in special projects/recruiting initiatives including assessment of best practices in interviewing techniques, leveraging of internal sources of talent and identification of top performers for openings
- Drive and manage relationships with hiring managers and hiring teams to identify college talent needs
- Manage full cycle campus recruiting process including resume screening, on campus interviews, batch day interviews, managing offer approvals, offer delivery, onboarding
- Design, implement and execute robust, innovative, university and organization specific recruiting strategies to attract and hire top talent and meet hiring goals, (career fairs, information sessions, student organization meetings)
- Build and maintain long-term relationships at target universities with key faculty, professors, administration, and student organizations student diversity organizations
- Provide assistance to hiring managers with hiring process and best practices

- Lead and coordinate various internship program activities such as leader engagements, developmental sessions and social activities

Qualifications for university recruiter

- Supervisory experience of people preferred, or strong leadership potential if no prior supervisory experience
- 3+ years of recruiting or experience
- Evidence of advocacy and participation in a successful team environment
- Bachelor's Degree in Human Resources or Business Administration, or the equivalent combination of education, training and experience that provides the required knowledge skills and abilities
- Adept at applicant tracking and recruiting databases/systems
- Excellent communication skills with the ability to prepare and deliver persuasive oral and written reports and presentations and the training skills to teach others to do the same