**Campus Recruiter Job description**

**Job brief**

A Campus Recruiter is the one who does the searching. Campus Recruiters travel to different schools to meet with graduating seniors, interview them, and recruit them for jobs. A recruiting event is set up by an individual college. ... This job is all about connections and selling.

**Responsibilities**

* Administer all on campus recruitment; prepare appropriate strategies for all campus events and interview processes.
* Coordinate and maintain relationships with department heads, alumni and staff and provide interface with all candidates.
* Review all performance annually and compare efficiency of strategies with drafted plans.
* Analyze all school records and demographics on regular basis.
* Collaborate with recruiting teams and provide support to all recruitment activities and ensure best practices.
* Assist all client groups to select appropriate candidate and serve as a primary contact for all.
* Develop and maintain professional contacts with office employees and students and maintain good relations with human resources shared service center.
* Collaborate with all seniors of recruitment team and determine effective strategies for recruitment to top rated firms.
* Maintain knowledge on all market attributes and assist departments to prepare long term recruitment strategies.
* Develop and supervise compliance to all budget for campus hiring and recruitment activities.
* Manage efficient recruitment of new staff for all special business line and monitor all plans for staffing
* **Design appropriate strategies and monitor effective implementation of all plans according to procedures.**
* **Interact about the progress to counterparts, principals and directors- assist with as and when** required reporting regarding recruiting procedures
* Supervise the sources to build candidate pipeline with little guidance
* Execute sourcing strategies to determine the talented candidates with due attention to diversity openings
* Analyze local market and provide all information on same

**Requirements**

* Analyzing and interpreting applicant information
* Understanding employment interview techniques
* Proficiency in Microsoft Office software, including Word and Excel
* Managing multiple projects simultaneously
* Organizing events, such as informational meetings
* Advanced skills: While most employers did not require the following skills, multiple job listings included them as preferred. Broaden your career options by adding these skills.
* Knowledge of applicant tracking systems