

Boom Lab Campus Recruiter

Location: Minneapolis, MN

This Campus Recruiter will manage and execute all aspects of the Boom Lab campus presence which plays an integral role in Boom Lab success. The Campus Recruiter is a partner in supporting recruiting activities and building relationships with candidates, and in often providing external individuals with their first impression of Boom Lab. This Campus Recruiter will possess great communication skills, have the ability to shift gears at a moment's notice and enjoy the challenges of helping to build a great organization of talented individuals.

Why Boom Lab?

As a member of the Boom Lab team, this Recruiter will have the opportunity to:

- Be part of a reputable and growing program that's expanding nationally in new geographies
- Own the full lifecycle recruiting process for program's salaried consultant model for campus and experienced candidates in the St. Louis market
- Brand a junior talent program that has an established track record with clients focused primarily in large, enterprise-level Fortune 500 companies
- Collaborate with sales and delivery teams who bring in all project needs so Recruiter can focus entirely on successfully matching consultants to roles
- Receive support from an Operations team that manages all project need logistics including client coordination and follow-up
- Access to all training curriculum and certifications available to consultants
- Enjoy a thriving, flexible, award-winning culture (winner of Top 150 Workplace for four consecutive years) with tremendous growth opportunities and a strong focus on community and work-life balance

Responsibilities

Campus Recruiting Management – 50%

- Responsible for the management of all campus career fair events
- Attending career fairs as a brand ambassador
- Maintaining relationships with/serving as the primary point of contact for career centers
- Conducting on-campus and in-office interviews with campus candidates
- Speaking at panels and info sessions
- Managing group interview process logistics

Experienced Recruiting Support – 25%

- Supporting Senior Recruiter on the full-life cycle recruitment and hiring of experienced consultants (1-5 years of experience)
- Sourcing prospective candidates
- Conducting first round interviews with experienced candidates

Continued...

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Responsibilities, continued

General Recruiting & Fulfillment Support – 25%

- Utilizing our applicant tracking system to document candidate activity
- Managing talent applicant inbox
- Matching candidates to prospective client projects
- Creating consultant branded profiles
- Providing follow-up correspondence to candidates on recruiting status via phone and email
- Identifying opportunities for improving candidate experience

Qualifications

- 3+ years of recruiting experience required
- 1+ year of campus recruiting experience required
- Bachelor's degree in Communications, HR, or related field required
- Ability to manage a large and variable work load and prioritize efficiently
- Highly experienced with MS Word, Excel and PowerPoint
- Ability to work in a fast paced, quickly changing environment
- Strong interpersonal, presentation, verbal, and written communication skills
- Selfless, adaptable, positive, and tenacious
- Results-oriented and desire/ability to quickly learn systems, procedures, and our company's culture
- Experience and ability helping drive the interview process effectively while participating actively in the interview, assessment and selection **process**
- **Strong attention to detail**

To apply, please send your resume and cover letter to talent@theboomlab.com. All qualified applicants will be reviewed by one of our recruiters.