

University Outreach & Recruitment Coordinator for Bluebeam Software

Celebrating our 10th year, Bluebeam Software is a growing technology company made up of people who like to push the limits, be different and do great things. Our award-winning software is used by leading architecture, engineering and construction firms to implement paperless workflows and redefine the way they work, consistently resulting in faster and clearer communication, improved collaboration and reduced costs. Behind the scenes, the Bluebeam Team works collaboratively towards the common goal of helping our customers do what they do better. At Bluebeam hard work is recognized, new hires are encouraged to share their ideas and the environment is friendly, energetic and fun.

To learn more about what it is like to work at Bluebeam, watch our recruitment video: <http://www.bluebeam.com/work-at-bluebeam>.

Bluebeam has an immediate opening in our Pasadena, CA headquarters for a **University Outreach and Recruitment Coordinator who will focus primarily on identifying and coordinating recruitment opportunities at universities across the US**. The ideal candidate will have 1-2 years of related experience and will have exceptional organizational and interpersonal skills. This is a new position and the right candidate will be excited to establish the role and make a great impact.

Key duties/responsibilities:

- Research opportunities to connect with students at universities and make recommendations on which to pursue.
- Develop and maintain a detailed schedule of all college/university recruitment activities: career fairs, info sessions, on-campus interviewing, club events, guest lectures, etc.
- Coordinate events, travel arrangements, collateral and attendees.
- Hold planning and debriefing meetings for each major event.
- Work with Bluebeam's Marketing Department to create collateral and displays for various recruitment events.
- Build relationships with key contacts at universities and colleges.
- Attend events and share information about Bluebeam in an enthusiastic and genuine manner.
- Assist Bluebeam's Talent Manager in following up with students and in scheduling phone and/or onsite interviews.
- Support human resource activities as requested.

Requirements:

- Bachelor's Degree
- 1-2 years of related experience
- Strong technical aptitude

- Exceptional organizational skills
- Ability to research, analyze, and make sound recommendations
- Strong interpersonal skills
- Positive attitude and outgoing personality
- Friendly and professional communication style
- Ability to communicate clearly and effectively, both verbally and in writing
- Ability to travel up to 25%

If you think you are a good match for the Bluebeam team, please send your cover letter (one which reflects your personality) and resume to work@bluebeam.com :

Please Note:

- Pay rate: DOE
- Position is located in Pasadena, CA.