



Peace Corps Strategic Campus Recruiter for Rutgers University

Position Location: New Brunswick, New Jersey (with occasional travel to Newark and Camden campuses)

Rutgers, The State University of New Jersey is currently accepting applications for a Peace Corps Strategic Campus Recruiter position. Applications will be accepted until September 15, 2021.

Position type: Part-time, 20 hour per week

This position is anticipated to begin in September 2021 and run through the end of the 2021-2022 academic year, with a possible renewal for the 2022-2023 academic year. ***Although it is not a requirement of the position, strong preference will be given to current Rutgers graduate students.***

The Rutgers Peace Corps Recruitment Office operates out of Rutgers Global, the university's central, university-wide unit dedicated to providing international and cross-cultural experiences for students, at home and abroad, as well as increasing international scholarly opportunities for faculty and staff.

Overview: The Peace Corps Strategic Campus (Strat) Recruiter will increase awareness of Peace Corps Volunteer opportunities on campus and in the surrounding community through a variety of recruitment activities, including, but not limited to: delivering class or club presentations, tabling in public, high-traffic areas on campus and/or at career fairs, organizing and facilitating application workshops and retention events, and developing relationships with key stakeholders on campus.

Depending on campus activities and recruitment events, evening and weekend hours may be required.

RESPONSIBILITIES

- Distribute agency approved brochures, posters, visual aids, and other Peace Corps recruitment materials to individuals, groups, associations, faculty, and targeted populations
- Complete 40 class talks or presentations, 10 of which target diverse populations on campus
- Complete 4 application workshops, which coincide with Peace Corps' application deadlines in October, January, April and July
- Staff a recruitment table (e.g. university career fairs, other events with similar goals and/or tabling public, high-traffic areas on campus) 6 times
- Organize and facilitate 4 retention events (e.g. send-off/welcome back volunteer parties, friends and family events, Peace Corps Week celebrations, and/or RPCV panels)
- Hold 15 relationship-building meetings (weighted toward early in the fall semester) with 15 different key on-campus and community stakeholders that align with Peace Corps' six sectors with the intention of gaining access to students

- Hold 10 relationship-building meetings with 10 different key on-campus diversity departments and leaders (multicultural/diversity offices, student transfer offices, student life offices, scholarship program offices, club leaders, Greek leaders, etc.) with the intention of gaining access to students
- When applicable and following Peace Corps' program guidance and policies, train and support Peace Corps Campus Ambassadors on campus during the academic year
- Post and hold at least 2 regular office hours per week to meet with potential and current applicants
- Digitally collect leads at events, or as directed by the designated VRS representative
- Input partnership information, meetings and other pertinent details into specific Peace Corps systems, or as directed by the designated VRS representative
- Meet application and lead goals set by the Peace Corps
- Write and submit monthly, mid-year and final year reports
- Complete mandatory virtual or in-person Strat trainings
- Respond to Peace Corps and campus staff in a timely manner, as well as attend regularly scheduled meetings initiated by the Peace Corps
- Other duties as assigned

Qualifications:

This position requires candidates who have strong organizational and communication skills, including the ability to see tasks through to completion with little supervision, as well as demonstrated event planning, public speaking and partnership-building experience.

MINIMUM QUALIFICATIONS

- **Returned Peace Corps Volunteer**
- Outstanding written and verbal communication skills as this position requires a great deal of public speaking
- Confidence in networking and outreach
- Ability to work independently
- Must be able to work flexible hours including occasional evenings and weekends

PREFERRED QUALIFICATIONS

- **Accepted or current graduate student at Rutgers**

SALARY AND OTHER BENEFITS

- \$23 per hour
- University parking permit

Application Deadline and Instructions:

Contact name and email: Kim Pernice, kpernice@global.rutgers.edu

Applications must be received by September 15, 2021.

Please email a cover letter, current resume, and three references (name and contact information only) to the contact email listed above before the deadline. Please also feel free to reach out with any questions.

Final selection is contingent on approval from the Peace Corps, as well as successfully passing a background check.