Rutgers Peace Corps Strategic Campus Recruiter
Position Description

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 30, 2020.

Position type: Part-time, 20 hours per week (days may vary), $23 per hour

This position is anticipated to begin in October 2020 and run through the end of the 2020/2021 academic year, with a possible renewal for the 2021-2022 academic year. Although it is not a requirement of the position, strong preference will be given to current Rutgers graduate students.

In conjunction with current COVID-19 protocols at Rutgers, the incumbent for this position will work remotely until the university decides the campus is safe for students’ return, at which time this position will be expected to work from the Peace Corps Recruitment Office located on Rutgers’ campus in New Brunswick, NJ. The 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 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 class talks or presentations, some of which will target diverse populations on campus
- Complete application workshop(s), which coincide with Peace Corps’ application deadlines
- Staff recruitment table(s) (e.g. university career fairs, other events with similar goals and/or tabling public, high-traffic areas on campus)
- Organize and facilitate retention events (e.g. send-off/welcome back volunteer parties, friends and family events, Peace Corps Week celebrations, and/or RPCV panels)
- Hold relationship-building meetings with different key on-campus and community stakeholders that align with Peace Corps’ six sectors with the intention of gaining access to students
Hold relationship-building meetings with 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

Post and hold at least two 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 an annual strategic plan, monthly, mid-year and final year reports

Complete mandatory virtual 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

MINIMUM QUALIFICATIONS

• Returned Peace Corps Volunteer

• Outstanding written and verbal communication skills as this position requires a great deal of public speaking

• Ability to work independently

• Must be able to work flexible hours including occasional evenings and weekends

• Confidence in networking and outreach

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 30, 2020.

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.*