



Peace Corps Strategic Campus Recruiter

Position Location: Fort Collins, Colorado

Colorado State University is currently accepting applications for a Peace Corps Strategic Campus Recruiter position. Applications will be accepted until March 25, 2024, or until filled.

Position type: Part-time (20 hours/week)

This position is anticipated to begin in August and run through the end of the academic year. The campus recruiter is not required to work during school breaks and holidays. To be eligible for this position, you must be admitted into one of Colorado State University's graduate programs and be a Returned Peace Corps Volunteer.

Overview: The Peace Corps Strategic Campus (Strat) Recruiter will increase awareness of Peace Corps Volunteer opportunities on campus at Colorado State University 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 with 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 (weighted toward early in the fall semester) 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 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 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 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

- Bachelor's degree in any discipline
- Returned Peace Corps Volunteer
- Current or admitted graduate student at Colorado State University
- Commitment to diversity, equity, and inclusion initiatives
- Outstanding written and verbal communication skills as this position requires a great deal of public speaking
- Ability to work independently
- Confidence in networking and outreach
- Proficient in Microsoft Office products

CSU GRADUATE STUDENT EDUCATIONAL/PROFESSIONAL BENEFITS

- Graduate school tuition stipend
- Health care contribution
- [Graduate Assistantship Stipend](#) of approximately \$1,882.00/month
- Develop strong organizational skills
- Utilize and practice public presentation and promotion skills
- Experience working with a governmental agency, campus offices and organizations
- Networking opportunities with Peace Corps as with other governmental, community and professional organizations

Email resume and cover letter to Nicole Pawloski at Nicole.Pawloski@colostate.edu

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