Attention Graduate Students:
UM and MT Campus Compact are now recruiting a grad student to fill a VISTA Recruiter Position

Position Description

Background: according to a March 2019 Peace Corps report the University of Montana ranks sixth nationally as a top Peace Corps volunteer producing campus for its mid-sized campus rating, yet Montana VISTA programs report that VISTA recruitment is an ongoing struggle, and routinely up to 1/3 of their available positions go unfilled. The University of Montana hosts the Montana Campus Compact (MTCC), a statewide higher education network and VISTA intermediary organization. UM is firmly committed to service, demonstrated through its statewide leadership of the Campus Compact movement, long history with hosting a Peace Corps recruiter and success in Peace Corps Volunteer recruitment, and its strategic commitments to place-based, community engaged learning. UM has excellent support infrastructure in place to successfully support a campus-based VISTA recruiter, in the form of its Engaged Learning and Career Success (ELCS) office. This office convenes the campus’s service learning advisory board, organizes student job, career and community involvement fairs, and houses Masters in Public Administration faculty and the Nonprofit Leadership Certificate program.

The recruiter will create and enact a comprehensive work plan that presents VISTA service opportunities to students at the University of Montana, and to the campuses of the Montana Campus Compact network.

Strong Preference given to applicants who are VISTA or National Service alumni, and/or experience with national service programming.

Recruiter activities will include:

1. Recruitment Activities:

| Distribute CNCS-supplied or approved brochures, posters, visual aids, and other AmeriCorps VISTA recruitment materials to individuals, groups, associations, faculty, and targeted populations. | Complete at least 40 class talks or presentations over the course of the academic year, at least 10 of which target UM’s diverse populations, such as race/ethnic groups, SOGI community, First Generation Americans, Older Americans (50+), Veterans and Pell-Grant eligible students. |
| Complete 4 application workshops, which coincide with AmeriCorps VISTA peak recruitment season March-June. | Staff a recruitment table (e.g. university career fairs, other events with similar goals and/or tabling public, high-traffic areas on campus) at least 6 times. |
| Provide recruitment services to the communities statewide via the Montana Campus Compact network of 18 institutions including tribally-controlled, state, community colleges and private institutions. |  |
2. **Partnership Building**: The Campus Recruiter will develop partnerships and collaborations with university department heads, student organizations, and other AmeriCorps Alumni. To cultivate these relationships, the Campus Recruiter will complete the following:

| Hold at least 15 relationship-building meetings (in the fall semester) with 15 different key on-campus stakeholders with the intention of gaining access to students | Hold at least 10 relationship-building meetings with 10 different key on-campus diversity leaders (multicultural/diversity offices, student transfer offices, student life offices, scholarship program offices, club leaders, Fraternity and Sorority leaders, etc.) with the intention of gaining access to students. |

Additionally, the Campus Recruiter will hold 18 meetings individually with each of the Campus Compact Advisory Committee members statewide. With each of these new contacts, the Campus Recruiter will share information regarding AmeriCorps VISTA service and request that contacts promote AmeriCorps VISTA service opportunities to their stakeholders by sending event information, inviting the Campus Recruiter to present to an office/group leader or to group members, and referring interested students to the AmeriCorps VISTA campus office.

3. **Lead and Application Generation**: At the beginning of each academic year, the Campus Recruiter and the AmeriCorps VISTA Recruiter Liaison will develop a process with specified goals to engage, manage, and report potential applicants (“leads”). This process is not limited to but will include the following activities and goals:

<table>
<thead>
<tr>
<th>Capture contact information—including name, email, and telephone number—from all leads generated from all recruitment activities and events, including office hours, social media, career fairs, meetings, information session, and all other events and activities.</th>
<th>Collect leads through sign-up sheets and send those sign-up sheets to the AmeriCorps VISTA Recruiter Liaison within five business days.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate 1 application per 350 eligible undergraduate students for AmeriCorps VISTA Service annually. For example, if a school had an undergraduate population of 15,000, its goal would be to generate 50 applications per year.</td>
<td>Generate an average of 10 leads per event, workshop or presentation.</td>
</tr>
</tbody>
</table>

Pay: $18 per hour

Expected work period: Begins November, 2019 and ends mid-September, 2020

Expected hours/week: 19 hours per week November to early May (academic year)  
40 hours per week mid-May (summer)  
19 hours per week late-August to mid-September, 2020 (early academic year)

Reports to: Andrea Vernon, UM Experiential Learning and Career Success/MT Campus Compact

*Strong Preference given to applicants who are VISTA or National Service alumni, and/or experience with national service programming.*

**To apply:** Interested candidates should submit a resume and cover letter to Andrea Vernon (vernon@mtcompact.org ) by November 8, 2019.