Peace Corps Strategic Campus Recruiter Position

Position Location: Missoula, MT

The University of Montana-Missoula is currently accepting applications for a Peace Corps Strategic Campus Recruiter position. Applications will be accepted until filled.

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

This position is anticipated to begin the end of August and run through the end of the academic year.

Successful completion of a two-year assignment in the Peace Corps. This is an excellent opportunity for a student at the University of Montana-Missoula (graduate or second bachelor degree, completion of a certificate program, minor, etc.). Successful candidates will have outstanding organization, communication and public speaking skills.

About the University of Montana-Missoula: Nestled in the heart of western Montana’s stunning natural landscape, the University of Montana is a place where top-tier students, educators and researchers from across the country and around the globe come and thrive. UM is located in Missoula, Montana’s second-largest city with a population of 80,000 residents. The University draws a diverse population to Missoula and helps cultivate an educated, engaged and vibrant community.

More than 10,000 students attend UM and Missoula College, where they receive a world-class education in a broad range of subjects that include the trades, liberal arts, graduate and postdoctoral study and professional training.

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 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
- 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

**EDUCATIONAL/PROFESSIONAL BENEFITS**

- Provides an hourly wage of $12.28/hour. Position is up to 32-hours per week
- 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

**APPLICATION PROCEDURE**
Review of applications will continue until position is filled. Successful applicants should be available for a training session scheduled in late August. Submit a detailed resume, cover letter, and three professional references addressing the above listed job duties and qualifications electronically to:

Kevin Hood
Experiential Learning and Career Success
kevin.hood@umontana.edu

If you have additional questions, reach out to Kevin at (406) 579-2288

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