



## Peace Corps Strategic Campus Recruiter Position Description Template

**Position Location:** University of Washington – Seattle campus

University of Washington is currently accepting applications for a Peace Corps Strategic Campus Recruiter position.

**Position type:** Part-time (19.5 hours/week) for full 2021-2022 academic year

**Salary:** \$20/hour

**Applications will be accepted until Friday, July 23<sup>rd</sup> at 5pm Pacific Time.**

- This hourly student role requires that the successful candidate be enrolled at the University of Washington as a graduate student as of Fall Quarter 2021.
- Student must be able to work on-site at the UW Seattle campus for minimum of 10 hours per week. Remaining 9.5 hours have flexibility to be done remotely, as long as metrics and outcomes are being met.
- This position does not offer tuition exemption or health insurance.

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**Overview:** The Peace Corps Strategic Campus (Strat) Recruiter will increase awareness of Peace Corps Volunteer opportunities on campus 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 MAY INCLUDE:

- 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 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 (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 at least regular office hours per week to meet with potential and current applicants
- Digitally collect leads at events, or as directed by the designated Peace Corps representative
- Input partnership information, meetings and other pertinent details into specific Peace Corps systems, or as directed by the designated Peace Corps 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 University of Washington student as of Fall Quarter 2021.
- Able to commit to 19.5 hours/week for full 2021-2022 academic year (August 2021 – June 2022)
- Ability to work on-campus at the University of Washington-Seattle for a minimum of 10 of the weekly 19.5 hours.
- 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**

- 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

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

### **TO APPLY:**

- Please email your cover letter and resume to Emma O'Neill-Myers by no later than 5pm PST on Friday, July 23<sup>rd</sup>: [econeill@uw.edu](mailto:econeill@uw.edu)