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**Peace Corps Strategic Campus Recruiter Position Description**

The University of Vermont (UVM), located in Burlington, VT, is currently accepting applications for a Peace Corps Strategic Campus Recruiter (Strat). The call for applications will remain open until filled or by July 31, 2023. Final candidate selection is contingent on approval from the Peace Corps.

**Position overview:** The Peace Corps Strategic Campus 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.

**Who may apply:**

This position is open to Returned Peace Corps Volunteers who are pursuing a [Master of Public Administration](http://www.uvm.edu/mpa) (MPA) or [Master of Science in Community Development and Applied Economics](http://www.uvm.edu/cdae/ms)(MS CDAE)degreeat UVM.

**Position type and duration:**

Part-time (20 hours/week). This position is anticipated to begin in August and run through the end of the academic year, with an opportunity to renew for one additional academic year. Depending on campus activities and recruitment events, evening and weekend hours may be required.

**Compensation:**

* Full scholarship for tuition costs.
* $25,000 annualized stipend, paid bi-weekly.
* 100% paid health insurance.

The successful candidate will gain experience working with a federal agency, academic and community service organizations, and enjoy networking opportunities with Peace Corps and other governmental, community, and professional organizations.

**Required Skills/Qualifications:**

* Outstanding organizational skills and comfort working with minimal supervisory direction.
* Superior written and oral communication skills, and comfort speaking in small to large groups and 1:1 settings.
* Experience with event planning, networking, and outreach to diverse campus communities.
* Strong time-management skills, with the ability to consistently meet required deadlines and recruitment goals.

**Responsibilities:**

* Distribute agency approved recruitment materials to selected individuals and campus offices.
* Conduct class talks or presentations in various campus venues.
* Facilitate application workshop(s) in alignment with Peace Corps’ application deadlines.
* Staff recruitment information table(s) at high-traffic campus locations and during selected events, including campus career fairs.
* Organize and facilitate retention events, including send-off/welcome back parties, friends and family events, Peace Corps Week celebrations, and/or RPCV panels.
* Develop relationships with key campus stakeholders to promote recruitment activities.
* Proactively collaborate with campus community stakeholders to raise awareness of Peace Corps’ commitment to intercultural competence, diversity, equity, inclusion, and accessibility ([ICDEIA](https://www.peacecorps.gov/volunteer/diversity-equity-inclusion-and-accessibility/)) and relay to them the message of Peace Corps service.
* Be available up to two (2) hours per week to meet with potential leads and current applicants.
* Maintain digital records of lead sign-ups, partnership information, and meetings and other pertinent details as directed by the Recruiter Liaison.
* Meet application and lead engagement goals set by the Peace Corps.
* Write and submit an annual strategic plan and submit monthly, mid-year, and final year reports.
* Complete mandatory Peace Corps training.
* Respond to Peace Corps and CDAE stakeholders in a timely manner.
* Attend regularly scheduled meetings initiated by the Peace Corps.
* Other duties as assigned.

*Vermont's tradition of community-based activism strives to balance the often-competing demands of economic development and community resilience. Building on Vermont's unique culture of grassroots and civic participation, a CDAE graduate education facilitates and supports sustainable community development and resiliency through applied educational experiences.*

**If admitted to either the MPA or MS CDAE program, you will be contacted for an interview for the Peace Corps Strategic Campus Recruiter Position.**