



Peace Corps Strategic Campus Recruiter Position Description

Position Location: The Ohio State University

The Ohio State University is currently accepting applications for a Peace Corps Strategic Campus Recruiter position. Applications will be accepted through May 1, 2018

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

This position is anticipated to begin in August and run through the end of the academic year. This position is designated “seasonal, part-time” and does not provide benefits through the university.

About The Ohio State University

The Ohio State University (OSU) is the 3rd largest campus in the country with an enrollment of nearly 60,000 students in 15 colleges with 200 undergraduate majors and 12,000 courses. OSU also has five branch campuses in Lima, Mansfield, Marion, Newark and ATI Wooster. The OSU main campus also has over 1,000 student clubs and organizations to engage in.

Overview

The Peace Corps Strategic Campus (Strat) Recruiter will increase awareness of Peace Corps Volunteer opportunities on Ohio State’s main campus as well as its five branch campuses and to other colleges within the I-270 beltway: Capital, Otterbein, Franklin & Ohio Dominican. Community events are also encouraged. Recruiters will engage in 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. The Office of International Programs in Agriculture at OSU provides office space and technical support, while the Peace Corps regional recruiter based in Cleveland provides ongoing Peace Corps administrative support.

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 through a web-based link, 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 to have strong organizational and communication skills, including the ability to see tasks through 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

Will consider mature Returned Peace Corps Volunteer or will partner with a graduate student, providing they have sufficient time to devote to Peace Corps duties.

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. Questions: email Gail Messick, current STRAT at: peacecorps@osu.edu

Please send resume and description/overview of Peace Corps service to:

peacecorps@osu.edu

Subject: STRAT application

Deadline: May 1, 2018