



Peace Corps Strategic Campus Recruiter

Position Location: Knoxville, Tennessee

The University of Tennessee (UT) is currently accepting applications for a Peace Corps Strategic Campus Recruiter position. This position will remain open until filled.

To apply, please send a cover letter and CV to Adam Willcox by email awillcox@utk.edu (note double l in Willcox).

Position type: (20 hours/week)

This position is anticipated to begin in August 2023 and run through the end of the academic year. The contract will be renewable based on performance and available funds.

The position is for a graduate student and contingent of the applicant being accepted by the UT Graduate School. The position includes a **competitive stipend, tuition waiver, and health insurance**. The position is housed in the UT Center for Global Engagement and will be supervised by the UT Peace Corps Prep Coordinator. Relocation to Knoxville, Tennessee is required.

The University of Tennessee, Knoxville is a public land-grant university, established in 1794 and located in east Tennessee. The University has been accredited by the Southern Association of Colleges and Schools Commission on Colleges since 1897, with accreditation for bachelor's, master's, and doctoral degree programs. The university has numerous undergraduate degree programs in nine colleges, approximately 10,000 faculty and staff, approximately 24,000 undergraduates and 6,000 graduate or professional students.

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 to 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

- **Returned Peace Corps Volunteer (no exceptions)**
- Bachelor's degree in any discipline
- 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
- Position contingent on acceptance into the UT Graduate School

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.