

California State University, Long Beach Research Foundation Position Description

WORKING TITLE:	Peace Corps Recruiter
PAYROLL CLASSIFICATION:	Extended Education Specialist I
DEPARTMENT:	CCPE/Center for International Education (CIE)
STATUS:	Part Time (Non Benefitted) (Non Exempt)
POSTING DATE:	September 11, 2017
POSITION NUMBER:	2389

ESSENTIAL JOB FUNCTIONS:

Under the general supervision of the Director of the Career Development Center and the CCPE Associate Dean and Executive Director of International Education, the Peace Corps International Recruitment Coordinator is responsible for coordinating and executing various aspects of assigned international recruitment activities to increase highly qualified international student enrollment at the university.

MAJOR RESPONSIBILITIES:

1. Recruitment Activities at California State University, Long Beach campus
2. Lead and Application Generation.
3. Partnership Building

List of tasks and Duties:

1. Recruitment Activates at California State University, Long Beach campus.
 - Distribute brochures, posters, visual aids, and other Peace Corps recruitment materials to individuals, groups, associations, faculty, and targeted populations.
 - 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 population on campus. Diverse populations include race/ethnic groups, SOGI community, First Generation Americans, Older Americans (50+), Veterans and Pell-Grants eligible students.
 - Complete 4 application workshops, which coincide with Peace Corps' application deadlines in October, January and April.
 - 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).
 - Provide limited or ancillary recruitment services to the surrounding communities, including other educational institutions, as guided by Peace Corps.
2. Lead and Application Generation.

At the beginning of each academic year, the Campus Recruiter and the Peach Corp Recruiter Liaison will develop a process with specified goals to engage, manage, and report potential

applicants (“leads”). This process is not limited to but will include the following activities and goals:

- Post and hold at least 2 regular office hours per week to meet with potential and current applicants.
- Capture contact information- including name, email, and telephone number-from all leads generated from all recruitment activities and events, including office hours, social media, career fairs, meetings, information session, and all other events and activities.
- Digitally collect leads at events through a web-based link provided by Peace Corps Recruiter Liaison, or manually collect leads through sign-up sheets and send those sign-up sheets to Peace Corps Recruiter Liaison within five business days.
- Generate 1 application per 350 eligible undergraduate students for Peace Corps Services annually. For example, if a school had an undergraduate population of 15,000, its goal would be to generate 50 applications per year.
- Generate an average of 10 leads per event, workshop or presentations.

3. Partnership building

Each contract year, the Campus Recruiter will develop partnerships and collaborations with university department heads, student organization, RPCV groups, and formal Peace Corps partnership programs, such as Peace Corps Prep, Coverdell Fellows, and Campus Ambassadors. To cultivate these relationships, the Campus Recruiter will complete the following:

- 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, (e.g. RPCVs, career services, study abroad/service learning offices, department heads and student groups) 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 office, student transfer offices, student life offices, scholarship program offices, club leaders, Greek leaders, etc.) With the intention of gaining access to students.

EDUCATION, SKILLS AND ABILITIES:

- Returned Peace Corps Volunteer (RPCV), who is approved by the Peace Corps’ Office of Volunteer Recruitment and Selection (VRS).
- Equivalent to a bachelor's degree in one of the behavioral sciences, public or business administration, or a job-related field
- Minimum of 2 years of work experience in international education, admissions or international student recruitment required.
- Must be willing to travel to domestic destinations.
- Knowledge of admissions regulations and certification policies of the CSU system, and the functions of International Admissions, Enrollment Services, Academic Advising Office.
- Strong interview/advising skills.
- Ability to interpret, retain and apply complex academic policies.
- Ability to gather and analyze data.
- Ability to reason logically, draw valid conclusions and make appropriate recommendations.
- Ability to establish and maintain cooperative working relationships with students, staff and faculty.

- Ability to work efficiently and accurately under pressure.
- Ability to work with minimum supervision.
- Demonstrated ability to analyze, interpret and retain large amounts of detailed information.
- Ability to advise students in personal interviews or written correspondence.
- Ability and interest in working with a diverse population and sensitivity to the needs of all students.
- Knowledge of and compliance with relevant NCAA and conference rules.
- Knowledge of and compliance with federal immigration regulations specifically related to student visas (F and J).
- Strong problem-solving skills.
- Accurate typing/word processing, working knowledge of database and other computer applications
- Strong commitment to providing friendly and efficient service to people from different cultures.
- Commitment to working as part of a team.
- All of these are all essential to perform duties mentioned above.

Must be able to accept constructive criticism, prioritize workload, be professional, interact positively with others and possess a friendly and outgoing personality. Regular attendance required.

The incumbent is an employee-at-will and the position is restricted to the conditions set forth in the grant. Therefore, ongoing employment will be contingent upon continual renewal of grant monies and availability of funds.

SALARY: \$22.00 Hourly (Non-Exempt)

FILING DEADLINE: Open Until Filled

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume and completed employment application referencing position to CSULB Research Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at www.foundation.csulb.edu for [e-mail instructions](#). A separate application is necessary for each job opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE:

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation

or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but not limited to; California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

AFFIRMATIVE ACTION INFORMATION FORM

To the extent we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or section 503 of the Rehabilitation Act of 1973, we comply with requirements to take affirmative action regarding qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era or other covered veterans. If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at anytime in the future. We also invite you to tell us now, or at anytime in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely.

Submitting this information is voluntary. Providing it or declining to provide it will not affect your employment in any way. The information will be used only in ways consistent with the law. It will be kept confidential, except that it may be used to determine necessary accommodations and to inform first aid/safety personnel or government officials enforcing applicable laws.

1. Name: _____
2. You may check any items applicable to you:

- Disabled - Anyone having any physical or mental impairment, which substantially limit one or more major life activities.
- Special Disabled Veteran - Veteran entitled to VA-administered disability compensation, or discharged from active duty because of a service-connected disability, for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap.
- Vietnam Era Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.
- Other Protected Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.
- Other Protected Veteran - Veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized. List of eligible campaigns can be found at www.opm.gov/veterans/html/vgmedal2.htm. Also, veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.
- Newly Separated Veteran - Veteran who served on active duty and was discharged or released within the last three years.

3. If you checked Disabled or Special Disabled Veteran, you may identify any reasonable accommodations we could make that would better enable you to perform the essential functions of the job properly and safely.

Signature: _____

Date: _____