

JOB TITLE/DEPARTMENT

Oregon State University Peace Corps Campus Representative /Career Services

Oregon State University is seeking a Peace Corps Campus Representative for the 2011-2012 academic year (September 12 – June 12). The representative will assist in providing professional recruitment services for the Peace Corps Regional Recruitment Office located in Seattle. He/she will promote and recruit for the Peace Corps on campus and interview prospective Peace Corps volunteers in the Corvallis area.

RESPONSIBILITIES

- Provide information and recruitment materials about Peace Corps volunteer services opportunities to the campus community.
- Prepare and give presentations and classroom talks; attend career fairs, answer questions as appropriate. Organize activities such as an annual retention event and multiple meetings with local RPCV group.
- Establish collaborative relationships and maintain personal contact with students, faculty, student groups, and organizations on campus.
- Develop and submit a proposed recruitment plan. Identify, interview, and recommend applicants to the regional Peace Corps office. Work collaboratively with the regional recruiting office; submit calendar activities to the recruiter liaison each month. Notify the recruiter liaison of upcoming events to be listed on the Peace Corps website.
- Create and submit monthly reports that included number of class presentations, information events, and interviews; number of inquiries, and highlights of successful campus awareness and/or recruitment activities.

QUALIFICATIONS

- Bachelor's degree in any discipline
- Returned Peace Corps Volunteer ; returned from service no earlier than 2005
- Outstanding written and verbal communication skills – position requires a lot of public speaking
- Ability to work independently

HOURS/SALARY

20 hours/week during the academic year, excluding winter and spring break, beginning September 12, 2011.

Must be available for training in Seattle September 12 –16 (not the full week but the exact dates are TBD).

Occasional evening and weekend hours required. **Salary : \$15 per hour.**

HOW TO APPLY

Please submit a cover letter, resume, and a list of 2 references to Doug Cochran, Director of Career Services, via email at douglas.cochran@oregonstate.edu. If you have questions, please call 541-737-0530. You can also drop off or mail the above referenced documents at OSU Career Services, 8 Kerr Administration Building, Corvallis, OR 97331. Application materials are due in Career Services by **Friday, July 8th at 5:00pm.**