

**California State University, Long Beach Research Foundation  
Employment Opportunity**

<b>WORKING TITLE:</b>	Peace Corps Recruiter
<b>PAYROLL CLASSIFICATION:</b>	Extended Education Specialist
<b>DEPARTMENT:</b>	CLA, International Studies
<b>STATUS:</b>	Part-time (20 hours/week), Benefitted
<b>POSTING DATE:</b>	August 12, 2022
<b>POSITION NUMBER:</b>	2565

**ESSENTIAL JOB FUNCTIONS:**

Under the general supervision of the Director of the Career Development Center and the Associate Vice President of International Education, the Peace Corps International Recruitment Coordinator is responsible for coordinating and executing various aspects of Peace Corps recruitment to increase highly qualified candidates at the university.

**ESSENTIAL JOB FUNCTIONS:**

Duties include, but are not limited to the following:

- Develop and implements a recruitment and outreach plan to target populations on the CSULB campus and in the community;
- Devise and carry out a process for managing leads on potential Peace Corps applicants and reporting on these efforts;
- Identify and cultivate potential partners both on campus and in the community;
- Distribute brochures, posters, visual aids, and other Peace Corps recruitment materials to individuals, groups, associations, faculty, and targeted populations;
- Identify and implement a minimum of 3 channels for campus and community promotion of Peace Corps events, including press releases and local Peace Corps media stories via university social media outlets, blogs, appropriate websites, university event calendars, campus radio stations or other available university or community outlets;
- Develop and maintain social media presence through the campus recruitment office Facebook page, posting one-to-four times per week, responding promptly to questions and comments, and interacting with other pages to increase followers and engagement;
- Spend at least 2 hours per week on online outreach to candidates via school job boards and social media sites such as Twitter, Instagram, Pinterest, Flickr, LinkedIn, and/or other platforms that are popular on campus;
- Complete 24-40 class talks or presentations to student organizations. As determined by the Recruiter Liaison, strong percentages of these presentations will be to multicultural/diverse groups and specialized skill groups;
- Complete 8-10 presentations on Peace Corps, such as campus information sessions, application workshops, returned volunteer panels, live video events, or other presentations;
- Attend and staff a recruitment table 2-4 university career fairs or other events with similar goals (such as study abroad events, internship recruitment events, and international service recruitment events);

- Attend and staff a recruitment table in a public, high-traffic area on campus 8-20 times for 2 hours per event;
- Complete 4-6 presentations (2-3 per semester) off campus in the surrounding communities, including other educational institutions, as determined by the Recruiter Liaison;
- Participate in 2-4 retention events (send-off/welcome back volunteer parties, friends and family events, applicant social hours, Peace Corps Week celebrations);
- Engages in timely and effective communication with partners;
- Responds to inquiries from prospects in a timely manner;
- Capture contact information—including name, email, telephone number, and graduation year—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;
- Compile all leads into an excel spreadsheet and e-mail that spreadsheet to the Peace Corps Recruiter Liaison at least once every 7 days;
- Spend a minimum of 2 hours per week conducting e-mail and phone follow-up to all leads. Specifically:
  - Send an e-mail to all leads within 5 days of initial contact (at a career fair, information sessions, social media interaction, etc.);
  - Conduct phone follow-up within 10 days of initial contact
- Generate 250-400 leads per year;
- Generate a 10%-25% increase in applications for Peace Corps service from the university, as compared to the most recent year without a Campus Recruiter in place;
- Identify and cultivate potential partners both on campus and in the community;
- Hold 4-8 meetings (2-4 per semester) with Returned Peace Corps Volunteers (RPCV)/local RPCV groups;
- Hold 20-30 relationship-building meetings (weighted toward early in the fall semester) with key on-campus and community stakeholders, such as RPCV faculty, career services, multicultural offices, study abroad/service learning offices, department heads and student groups;
- Build a connection with 6-10 campus diversity leaders (professors, club leaders, department heads, Greek leaders, etc.);
- Attend 8-10 diversity events. (This includes serving as a panelist or guest speaker at events hosted by diversity organizations or actively participating in fairs, cultural events, or celebrations hosted by diversity groups and clubs);
- Other duties as assigned.

#### **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;
- Must be willing to travel to domestic destinations;
- Strong interview/advising skills;
- 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 minimal supervision;
- Demonstrate 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;
- 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 essential to perform duties mentioned above.
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

#### **COVID-19 VACCINATION REQUIREMENT**

Upon being hired, all individuals will be required to **attest/certify their COVID-19 vaccination and booster (if applicable) status (proof of vaccination will be required).**

#### **POST OFFER BACKGROUND CHECK REQUIREMENT:**

A post offer background check (including a reference and criminal records check) must be completed and the individual cleared before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

**SALARY BASED UPON EXPERIENCE:** \$22.44 per hour, non-exempt

**FILING DEADLINE:** Open Until Filled

**Note:** In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and

close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

**GRANT FUNDED EMPLOYMENT:**

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

**APPLICANT PROCEDURE:**

Interested individuals should forward their cover letter, resume and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- **By Mail/Delivery:** 6300 State University Drive, Suite 332, Long Beach, CA 90815;
- **By Confidential HR Fax:** (562) 985-1726;
- **By E-mail:** [FND-HRPAYROLL@CSULB.EDU](mailto:FND-HRPAYROLL@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment 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 is 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.

Please read and complete voluntary **Applicant Affirmative Action Information Form** below.  
Submit completed form with your resume and employment application to:

**CSULB Research Foundation, Human Resources –**

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# APPLICANT AFFIRMATIVE ACTION INFORMATION FORM

## VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected Veteran status are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use this information in its employment decisions, so whether or not you return this form has no effect on your application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated 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 any time in the future. We also invite you to tell us now, or at any time 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 application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

Name: \_\_\_\_\_

Date of application: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Gender:     Male        Female

Race/ethnic background (select one only):

- |  |   |
|--|---|
| Hispanic/Latino                        | Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.   |
| White                                  | Persons having origins in any of the original peoples of Europe, the Middle East or North Africa.   |
| Black/African American                 | Persons having origins in any of the black racial groups of Africa.   |
| Asian                                  | Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Native Hawaiian/Other Pacific Islander | Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |
| American Indian/Alaska Native          | Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment.   |
| Two or more Races                      | Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native.   |

## VETERAN STATUS

a. Status: Select one of the following

I identify as one or more of the classifications of Protected Veteran listed below.

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

### **Disabled Veteran**

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

### **Active Duty Wartime or Campaign Badge Veteran**

Veteran who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <http://www.opm.gov/staffingportal/vgmed-al2.asp>.

### **Armed Forces Service Medal Veteran**

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.

### **Recently Separated Veteran**

Veteran who served on active duty and was discharged or released from active duty within the last three years.

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Please submit completed form with your resume and employment application to:

### **CSULB Research Foundation, Human Resources**

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