UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

2013-2014

JOB TITLE: UR Downtown Student Coordinator-III (two positions available)

DEPARTMENT: UR Downtown

EMPLOYMENT PROGRAM: A Federal Work Study award or Bonner Scholarship is mandatory.

PAY RATE: Level III

SUPERVISOR: Alexandra Byrum, UR Downtown Educational Programming Coordinator

CONTACT INFO: Please visit the UR Downtown website at http://downtown.richmond.edu to download an application. If you have any questions, call (804) 955-4003 or email Alexandra Byrum at ahunter2@richmond.edu.

JOB SUMMARY: The UR Downtown Student Coordinator-III connect the University community to downtown Richmond through educational programming, career development, and community building. The UR Downtown Student Coordinator-III will plan events and generate communications materials. Other research and community engagement opportunities will be assigned based on student interest. The UR Downtown Student Coordinator-III is expected to work about 5-8 hours a week. Hours are generally between 9 a.m. and 5 p.m., but could include evening/weekend programs with prior notification. At various points in the semester, these hours may include meetings and professional development trainings.

SPECIFIC DUTIES:
- Plan, promote, and implement events
- Support Wilton Companies Gallery exhibitions
- Staff UR Downtown gallery hours and lead tours
- Conduct research on local policy
- Support social media efforts
- Other duties as assigned

QUALIFICATIONS:
- Excellent oral and written communication skills
- Interest in engaging with downtown Richmond and impacting our city
- Ability to work cooperatively and in a leadership role with students, staff, faculty, and community members

For Student Employment Use only:

Wage: Level III
Index: 1516

revised 8/2013