



EMPLOYMENT OPPORTUNITY

JOB TITLE: UR Downtown Student Coordinator (multiple positions available)

DEPARTMENT: University of Richmond Downtown (Off-Campus, 626 E. Broad Street, Suite 100)

EMPLOYMENT PROGRAM: A Federal Work Study award or Bonner Scholarship is **mandatory** for all Student Coordinators

PAY RATE: Level III

SUPERVISOR: Liz Riggs, UR Downtown Coordinator

CONTACT INFO: Please complete the Student Coordinator-III application form. If you have questions, please email Liz Riggs or call (804) 955-4010.

JOB SUMMARY: Student Coordinators-III support the University of Richmond Downtown (UR Downtown), an innovative resource for engaging and educating in the heart of our city that enables all parts and programs of the University to connect with the City of Richmond.

2009-2010 student coordinators-III are expected to work 5-10 hours a week. At various points in the semester, these hours will include staff meetings and professional development trainings. All **student coordinators must attend orientation training Saturday, Sept. 12 from 10am-3pm**. To learn more about UR Downtown, visit downtown.richmond.edu.

SPECIFIC DUTIES:

Please note: Position is off-campus. Student Coordinators are expected to perform all duties at UR Downtown.

- **General Office Support:** Provides general administrative duties and provides front office services for the three programs housed at UR Downtown (answering phone lines, greeting visitors, keeping the general space clean) and event planning, logistics, contact management, and mailings, and other duties assigned.
- **Special Events Support:** Provides event staff support at UR Downtown special events, assists with event breakdown/set-up, and provides administrative assistance.
- **Communications and Web Support:** Provides assistance with program communications and support for the UR Downtown Web site by writing copy for the Web site, proofreading and editing copy, designing flyers, and tracking UR Downtown media coverage, and other duties assigned.

REQUIRED QUALIFICATIONS:

- 1) Dependable, trustworthy, and professional demeanor
- 2) Ability to work cooperatively and in a leadership role with students, staff, faculty, and community members
- 3) Ability to exercise discretion in a confidential work environment
- 4) Knowledge/interest of current events and social justice issues
- 5) Excellent oral and written communication skills and organizational skills

DESIRED QUALIFICATIONS:

- Previous Student Coordinator experience or experience with the Center for Civic Engagement programs and in the community
- Coursework relevant to the CCE's mission
- Web knowledge desirable, but not required