UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

2015-2016

JOB TITLE: EnVision Program Assistant

DEPARTMENT: Common Ground

ADDRESS: Tyler Haynes Commons    TELEPHONE: 484-1652

SUPERVISOR: Tawyana Athey

JOB SUMMARY: Assist with various projects for the Common Ground Office that support the recruitment, operations, and follow-up for the EnVision Social Justice Leadership Retreat. Contact and meet with key student organizations to promote the retreat, as well as develop other student outreach efforts. Support the staff in gathering and organizing the materials for the actual retreat, and develop follow-up activities to keep the retreat attendees connected. Provide general office support to Common Ground, including but not limited to MLK Day planning, the CA Alternatives promotion, or general office work as required.

SPECIFIC DUTIES:

• Promote the retreat to students via activities such as creating flyers, social media campaigns, tabling in the Commons, attending student organization meetings.
• Prepare materials for retreat information and orientation sessions.
• Support the organization of all retreat materials, including but not limited to nametags, agendas, folders, etc. Create opportunities for EnVision attendees to stay connected after the retreat through meals, gatherings, documentary screenings, etc.
• Support CG office staff around other projects as required.

QUALIFICATIONS:

Ability to work independently with good attention to detail. Good organizational skills, and flexibility to work on whichever projects require the most urgent attention. Commitment to social justice required, and prior attendance at EnVision preferred.

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Wage Rate: Level II    index: 6032