

**UNIVERSITY OF RICHMOND**  
**STUDENT EMPLOYMENT JOB DESCRIPTION**

Position and Pay Grade: Student Employee Level 1

Salary Range: \$ 12.00- \$ 14.00

The rate of pay assigned by a department to a student is based on the specific responsibilities of the job the student will perform as stipulated in the specific departmental job description as well as the student's level of experience with the specific responsibilities and qualifications of that job description.

Job Summary:

Performs tasks utilizing skills and knowledge that can be learned on the job, some independent decision-making in areas with low-to-moderate accountability, moderate level of responsibility and judgment for a variety of tasks, and tasks may be manual and/or repetitive in nature. Sound judgment in supervisor's absence, and general instruction from a supervisor with little follow-up required. Specific tasks will vary depending on departmental position.

Responsibilities include but are not limited to:

- Assist with on-campus errands and projects
- Perform routine and repetitive departmental tasks
- Perform required duties and responsibilities with minimal supervision
- Provide excellent customer service; respond to questions, concerns, or complaints in a proactive manner
- Maintain organization and cleanliness in areas of employment; perform periodic checks on supplies, materials, procedures, outcomes, equipment, facility, etc.
- Assist with day to day functions of department
- Once trained, Operate University property, equipment, vehicles, software and hardware without supervision
- Perform other duties as assigned

Qualifications include:

- Knowledge of services performed and provided by office/department
- Willingness to expand knowledge beyond basic job duties and skills
- Attention to detail and high level of organization
- Ability to balance and prioritize a high volume of departmental tasks with customer service-related work
- Possess effective communication skills; ability to deliver customer service in a friendly and helpful manner
- Ability to maintain confidentiality and discretion working with sensitive and private information
- Ability to work independently
- Ability to interact with all levels of staff, faculty, customers, and community
- Experience with and/or ability to learn various software programs, equipment, or tools necessary to perform job preferred but not necessarily required