UNIVERSITY OF RICHMOND
STUDENT EMPLOYMENT JOB DESCRIPTION

Position and Pay Grade: Student Employee Level 1

Salary Range: $ 8.00 - $ 9.50
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. Specific tasks will vary depending on departmental position. Candidate will need independent decision-making skills regarding basic matters and knowing when to refer to a higher authority.

Responsibilities include but are not limited to:
- Assist with on-campus errands and projects
- Perform routine and repetitive departmental tasks
- Provide excellent customer service
- Maintain organization and cleanliness in areas of employment
- Assist with day to day functions of department

Qualifications include:
- Attention to detail and high level of organization
- Ability to balance and prioritize a high volume of departmental tasks with customer service-related work
- Ability to deliver customer service in a friendly and helpful manner
- Possess effective communication skills
- Ability to maintain confidentiality and discretion working with sensitive and private information
- 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