UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT JOB DESCRIPTION

Position and Pay Grade: Student Employee Level 3

Salary Range: $ 9.30 - $ 11.30
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.

Position Summary:
May exercise supervision and/or training of other student workers. Responsible for highly complex tasks. May need specialized certification and/or training. Independent problem-solving and critical thinking abilities are necessary to perform duties. Strong initiative and decision-making abilities required in planning and prioritizing personal workload and the work of other student employees. Work with minimal supervision while providing leadership and management of projects and/or other student workers is expected.

Responsibilities may include but are not limited to:
- Act as a knowledgeable resource to/for other student employees, delegating work when appropriate, and being an example while providing excellent customer service
- Demonstrate proprietary knowledge in a subject area of expertise
- Manage all facets of program planning and performance including: advertising, logistics, program agenda, and reporting
- Manage opening and closing of facility when full-time staff not present
- Enforce policies and procedures
- Perform other duties as assigned

Qualifications include:
- Excellent interpersonal and written/verbal communication skills with high levels of detail
- Ability to work as a leader within a diverse population
- Ability to maintain confidentiality and demonstrate strong judgement
- Superior administrative and organizational skills with ability to meet all deadlines
- Ability to work independently
- Knowledge of subject matter and/or departmental operation required
- May require specialized certification or training