UNIVERSITY OF RICHMOND
STUDENT EMPLOYMENT JOB DESCRIPTION

Position and Pay Grade: Student Employee Level 4

Salary Range: $ 11.05 - $ 13.50
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.

Position Summary:
This position performs tasks and job responsibilities that are at a level equivalent to a University staff member. Specialized skills are required to perform highly complex tasks such as advanced programming and complex office tasks. High accountability from management and public is experienced. Employee may supervise a number of other students in all areas from hiring, training, performance evaluation, and in some cases, termination.

Responsibilities may include but are not limited to:
- Recruit and/or train other student assistants
- Manage other student assistants with regard to scheduling, work flow, monitoring of job performance, and take corrective action when needed
- Serve as point of contact to resolve customer service challenges, especially during emergency situations
- Ability to implement office/departmental policies and procedures
- Collect and report data as related to position
- Plan, create, and oversee the dissemination of information to targeted audiences
- Exercise good judgement and independent decision making
- Perform other duties as assigned

Qualifications include:
- Act as an innovative and creative thinker
- Possess excellent interpersonal and written/verbal communication skills.
- Possess knowledge of specialized job requirements, such as software program, equipment operation, certification, etc.
- Work without supervision to meet all deadlines and output quotas
- Possess advanced knowledge of departmental policies and procedures, work flow, and daily activities and able to make recommendations for improvement of these items
- Demonstrate leadership and supervisory/management skills
- Able to take initiative and show strong judgment