EMPLOYMENT OPPORTUNITY
2015-2016

JOB TITLE: CCE Student Coordinator (multiple positions available)

DEPARTMENT: Bonner Center for Civic Engagement (THC 201)

EMPLOYMENT PROGRAM: A Federal Work Study award or Bonner Scholarship is mandatory for all Student Coordinators.

SUPERVISOR: Adrienne Piazza, program manager

CONTACT INFO: Please visit the CCE web site at http://engage.richmond.edu/programs/jobs.html for more information. If you have questions call (804) 484-1601 or email engage@richmond.edu.

TO APPLY: Please download an application from the Student Employment web site at http://studentjobs.richmond.edu/apply/index.html.

JOB SUMMARY: Student Coordinators support the mission of the Bonner Center for Civic Engagement at the University of Richmond which is to transform student learning, deepen faculty engagement, and partner with community organizations for social change. Student Coordinators serve as a resource and provide guidance to visitors interested in civic engagement. All Student Coordinators are expected to work a minimum of 5 hours a week. All Student Coordinators must follow FWS guidelines provided in the Student Handbook located at http://studentjobs.richmond.edu and submit their hours by the deadline every two weeks. Failure to do so will result in termination of the position. Each Student Coordinator will be assigned to a particular project or program in addition to supporting general office functions.

SPECIFIC DUTIES:
In addition to general office support such as greeting visitors, keeping the general office space clean, maintaining the CCE library, and other office tasks, Student Coordinators may be given increasing levels of responsibility and ownership of specific CCE programs. Below are some examples of the responsibilities related to several CCE programs.

- **Pathways to a College Experience (PACE):** Support PACE program manager, including working on PACE event logistics and communications, as well as research related to college access and readiness
- **Local Government, Politics, and Voting:** Collaborate with staff to coordinate educational events and awareness-raising campaigns around these topics, contribute to RVAGOV, coordinate voter registration on-campus.
- **Events:** Support on-going CCE events such as Brown Bags, and one-time events such as the Poverty Simulation, UniverCity Day, and ENRICHmond by producing publicity materials, supporting logistics, and staffing events.
- **Communications:** Support the CCE Weekly Listserv, Facebook and Twitter accounts, and student blog; Produce and edit videos for the CCE website.

REQUIRED QUALIFICATIONS:
- Strong interest in civic and/or social justice issues
- Knowledge of current events
- Excellent oral and written communication skills
- Ability to work cooperatively and in a leadership role with students, staff, faculty, and community members
- Organizational skills
- Web knowledge desirable, but not required

DESIRED QUALIFICATIONS:
- Previous Student Coordinator experience, experience with the Bonner Center for Civic Engagement’s programs, or other engagement with the community
- Coursework or experience relevant to the CCE’s mission

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