EMPLOYMENT OPPORTUNITY
2015-2016

JOB TITLE: CCE Student Coordinator Office Assistant

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: Christine Most, Administrative Specialist

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.

The Office Assistant position will support the Administrative Specialist in greeting visitors, general office management, and miscellaneous research or other short-term projects. Students are required to have excellent communication skills, pay strong attention to detail, and be able to multi-task.

SPECIFIC DUTIES:

- Staff the front desk of CCE 2nd floor office during specific time periods.
- Research Google analytics for CCE website and produce reports monthly; perform periodic website audits for broken links and outdated information.
- Maintain the CCE library and assist with library-related projects.
- Complete miscellaneous projects for CCE staff and CCE working groups, like typing up notes after meetings, researching information, etc.
- Photocopy and file budget and other documents.
- Assist Administrative Specialist with reconciliation of monthly credit card statements.
- Provide logistical support for Advisory Council meetings and other small-scale events.
- Update and think strategically about materials on the CCE kiosk.
- Update the office cleaning calendar for other student coordinators.
- Test CCE technology on a regular basis and contact the Help Desk for repairs when needed; assist Administrative Specialist in establishing and maintaining office check-in/out procedures and systems for technology usage.
- Keep office supplies organized and reorder items when needed, including campus purchases.
- Serve as a general advisor for students interested in getting engaged with the community.
- Monitor the Engage Inbox and respond to routine inquiries.
- Maintain CCE Events Calendar.
- Distribute incoming mail and respond to telephone inquiries.
- Other duties as assigned.
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
- Experience with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

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
- Previous experience providing administrative or clerical support in an office environment

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