EMPLOYMENT OPPORTUNITY

JOB TITLE: UR Downtown Student Coordinator-III

DEPARTMENT: UR Downtown

EMPLOYMENT PROGRAM: A Federal Work Study award or Bonner Scholarship is mandatory.

PAY RATE: Level III

SUPERVISOR: Alexandra Byrum, UR Downtown Educational Programming Coordinator

CONTACT INFO: Please visit the UR Downtown website at http://downtown.richmond.edu for more information about our work. If you have any questions, call (804) 955-4003 or email Alexandra Byrum at ahunter2@richmond.edu.

JOB SUMMARY: The UR Downtown Student Coordinator-III splits their time between work at UR Downtown and a downtown or program partner organization. The UR Downtown Student Coordinator-III may plan events, such as Community Dinners or RVA First Fridays openings at UR Downtown, research local government policy and maintain RVAGOV.com, work with the VITA (Volunteer Income Tax Assistance) site, or support exhibition planning for the Wilton Companies Gallery. Projects for the downtown partner organizations will be based on availability and student interest. Students may connect with a variety of organizations or departments, including but not limited to:

- 1708 Gallery
- The Doorways
- HomeAgain
- Library of Virginia
- Secretary of the Commonwealth’s Restoration of Rights Division
- Sierra Club
- VCU Medical Center (limited to students who apply in a previous semester)
- YWCA of Richmond
- A Richmond Families Initiative partner (Peter Paul Development Center, St. Joseph's Villa, Voices for Virginia's Children, William Byrd Community House, Youth Health Equity Leadership Institute)

Examples of work with a partner organization include researching data relevant to the organization’s mission, helping with outreach and advocacy campaigns, supporting volunteer program management, and providing administrative and marketing support.

The UR Downtown Student Coordinator-III is expected to work about 5-8 hours a week (at least 2 hours at UR Downtown). Hours are generally between 9 a.m. and 5 p.m., but could include other evening/weekend programs with prior notification. At various points in the semester, these hours may include meetings and professional development trainings. Team meetings are held every first Friday of the month at 3:30 p.m. at UR Downtown and student coordinators are required to stay at UR Downtown to be greeters during RVA First Fridays openings from 5-7 p.m.

revised 8/2015
SPECIFIC DUTIES:
• Plan, promote, and implement UR Downtown events
• Support UR Downtown social media efforts
• Connect and volunteer with a downtown organization
• Serve as point of contact for local organizations who use UR Downtown spaces for events and lead tours at UR Downtown
• Other duties as assigned

QUALIFICATIONS:
• Excellent oral and written communication skills
• Interest in engaging with downtown Richmond and impacting our city
• Ability to work cooperatively and in a leadership role with students, staff, faculty, and community members