EMPLOYMENT OPPORTUNITY/FALL 2010

JOB TITLE: Communications Student Coordinator-III (one position available)

DEPARTMENT: Bonner Center for Civic Engagement (THC 201)

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

PAY RATE: Level III

SUPERVISOR: Cassie Price, Community Initiatives and Program Manager

CONTACT INFO: Please visit the CCE Web site at http://engage.richmond.edu/ to complete an application. If you have questions, contact Cassie Price at (804) 484-1609 or cprice@richmond.edu.

JOB SUMMARY: The Communications Student Coordinator-III supports the University of Richmond's Bonner Center for Civic Engagement (CCE) in its mission to bring together campus and community members in collaborative study, reflection and action to address contemporary social issues in Richmond and throughout the world. Specifically, the Communications Student Coordinator-III will generate communications materials, such as Web site materials (feature articles, videos, digital stories, twitter feeds, blogs, etc.), flyers and brochures to promote the work of the CCE. The Communications Student Coordinator-III is expected to work about five hours a week. At various points in the semester, these hours may include meetings and professional development trainings.

SPECIFIC DUTIES:
- Interviewing, writing and editing feature stories for department Web site and newsletter
- Serving as photographer at special events
- Filming and editing short videos for YouTube
- Creating digital stories for the department Web site
- Using social media, such as blogs, twitter and Facebook
- Updating the media spotlight page on the CCE Web site
- Other duties as assigned

REQUIRED QUALIFICATIONS:
- Excellent oral and written communication skills
- an interest in journalism, communications, public relations or marketing
- excellent journalistic writing and editing skills (knowledge of University of Richmond and AP styles preferred)
- experience or interest in photojournalism
- experience or interest in videography
- experience or interest in social media
- Strong interest in civic and/or social justice issues
- Knowledge of current events
- Ability to work cooperatively and in a leadership role with students, staff, faculty and community members
- Organizational skills