EMPLOYMENT OPPORTUNITY/FALL 2010

JOB TITLE: Student Coordinator-II (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

PAY RATE: Level II

SUPERVISOR: Adrienne Piazza, Coordinator, Events and Student Outreach

CONTACT INFO: Please visit the CCE web site at http://engage.richmond.edu/ to download an application. If you have questions call (804) 484-1606 or email Adrienne Piazza at apiazza@richmond.edu

JOB SUMMARY: Student Coordinators support the Bonner Center for Civic Engagement at the University of Richmond in bringing together campus and community members in collaborative study, reflection and action to address contemporary social issues in Richmond and throughout the world. Student Coordinators-II serve as a resource and provide guidance to people interested in civic engagement. All Student Coordinators-II are expected to work a minimum of 5 hours a week. At various points in the semester, these hours will include staff meetings and professional development trainings.

SPECIFIC DUTIES:
Student Coordinators-II will be asked to contribute to various project areas. These include:

- Outreach and Publicity: Create flyers and other publicity for events supported by the CCE, assist in maintaining social networking sites, and help to spread the CCE’s name and mission across campus and in the community.
- Service and Volunteerism: Researching service opportunities in the Richmond area to publish in a weekly subscriber listserv, assisting walk ins with service placements, and assisting in updating the community opportunities directory
- Events and Programs: Supporting CCE events (such as Brown Bags, public lectures, and workshops) through set up, clean up, publicity, and other logistics
- General Office: Greeting and reporting on visitors to the CCE, keeping the general office space clean, and maintaining the resource library including magazines, newspapers, and front desk coverage

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 or experience with the Bonner Center for Civic Engagement programs and in the community
- Coursework relevant to the CCE’s mission