JOB TITLE: Student Coordinator-III (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 III

SUPERVISOR: Adrienne Piazza, Coordinator, Events and Student Outreach

CONTACT INFO: Please visit the CCE web site at http://engage.richmond.edu/ to complete an application. If you have questions call (804) 484-1600 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-III serve as a resource and provide guidance to people interested in civic engagement. During the application process, candidates will be asked to rank program areas in order of preference. All Student Coordinators-III are expected to work 5-10 hours a week. At various points in the semester, these hours will include staff meetings and professional development trainings.

SPECIFIC DUTIES:
In addition to general office support (including supporting events, greeting visitors, keeping the general space clean, and maintaining the resource library including magazines and newspapers), Student Coordinators-III will be asked to contribute to various program areas. These include:

✓ Alternative Breaks: The Alternative Breaks Student Coordinator will provide administrative and logistical support for the alternative break trips on campus including community building activities, maintaining program files; and trip recruitment.

✓ College Mentor Project: The College Mentor Project Student Coordinator will provide administrative and logistical support for the College Mentor Project including recruitment and outreach, coordinating and facilitating training for other mentors and organizing carpool and transportation.

✓ Research Assistant: The Research Assistant Student Coordinator will provide research support for various CCE staff members including both online and print resources, data collection, and occasional writing.

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

DESIRED QUALIFICATIONS:
- Previous Student Coordinator experience or experience with the Center for Civic Engagement programs and in the community
- Coursework relevant to the CCE’s mission
- Web knowledge desirable, but not required