EMPLOYMENT OPPORTUNITY

2009-2010

JOB TITLE: Student Coordinator-III (multiple positions available)

DEPARTMENT: University of Richmond Downtown (Off-Campus, 626 E. Broad Street, Suite 100)

EMPLOYMENT PROGRAM: A Federal Work Study award or Bonner Scholarship is mandatory for all Student Coordinators

PAY RATE: Level III

SUPERVISOR: Liz Riggs, UR Downtown Coordinator

CONTACT INFO: Please complete the Student Coordinator-III application form. If you have questions, please email Liz Riggs or call (804) 955-4010.

JOB SUMMARY: Student Coordinators-III support the University of Richmond Downtown (UR Downtown), an innovative resource for engaging and educating in the heart of our city that enables all parts and programs of the University to connect with the City of Richmond.

2009-2010 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. All student coordinators must attend orientation training Saturday, Sept. 12 from 10am-3pm. To learn more about UR Downtown, visit downtown.richmond.edu.

SPECIFIC DUTIES:
Please note: Position is off-campus. Student Coordinators are expected to perform all duties at UR Downtown.

- **General Office Support:** Provides general administrative duties and provides front office services for the three programs housed at UR Downtown (answering phone lines, greeting visitors, keeping the general space clean) and event planning, logistics, contact management, and mailings, and other duties assigned.
- **Special Events Support:** Provides event staff support at UR Downtown special events, assists with event breakdown/set-up, and provides administrative assistance.
- **Communications and Web Support:** Provides assistance with program communications and support for the UR Downtown Web site by writing copy for the Web site, proofreading and editing copy, designing flyers, and tracking UR Downtown media coverage, and other duties assigned.

REQUIRED QUALIFICATIONS:

1) Dependable, trustworthy, and professional demeanor
2) Ability to work cooperatively and in a leadership role with students, staff, faculty, and community members
3) Ability to exercise discretion in a confidential work environment
4) Knowledge/interest of current events and social justice issues
5) Excellent oral and written communication skills and 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

Wage Rate: Level III Index: 1516
EMPLOYMENT OPPORTUNITY 2009-2010

JOB TITLE: Night Operations Manager, UR Downtown

DEPARTMENT: UR Downtown (Off-Campus, 626 E. Broad Street, Suite 100)

EMPLOYMENT PROGRAM: A Federal Work Study award is mandatory

PAY RATE: Level III

SUPERVISOR: Liz Riggs, UR Downtown Coordinator

CONTACT INFO: Please complete the UR Downtown Night Operations Manager application form. If you have questions, please email Liz Riggs or call (804) 955-4010.

JOB SUMMARY:

The Night Operations Manager provides event staff support at special events and meetings held at UR Downtown, oversees the space, and assists with event breakdown/set-up as needed. Evenings and weekends required.

REQUIREMENTS:

- Position is off-campus. The Night Operations Manager is expected to perform all work at UR Downtown.
- Applicants must be a law student, with preference given to 2L/3L candidates.
- Night Operations Manager is expected to work 5-15 hours a week.
- Must attend orientation training Saturday, Sept. 12 from 10am-3pm.

SPECIFIC DUTIES:

- Provides event staff support for evening and weekend events at UR Downtown.
- Manages the space during events.
- Assists with event breakdown/set-up as needed.
- Other duties assigned.

QUALIFICATIONS:

1) Dependable, trustworthy, and professional demeanor
2) Ability to work cooperatively and in a leadership role with students, staff, faculty, and community members
3) Excellent communication skills and organizational skills
EMPLOYMENT OPPORTUNITY
2009-2010

JOB TITLE: Marketing & PR Coordinator

DEPARTMENT: Harry L. Carrico Center for Pro Bono Service (Carrico Pro Bono Center) at UR Downtown Off-Campus, 626 E. Broad Street, Suite 100

EMPLOYMENT PROGRAM: A Federal Work Study award is mandatory

PAY RATE: Level III

SUPERVISOR: Liz Riggs, UR Downtown Coordinator

CONTACT INFO: Please complete the Marketing & PR Coordinator application form. If you have questions, please email Liz Riggs or call (804) 955-4010.

JOB SUMMARY:
The Marketing & PR Coordinator supports the Harry L. Carrico Center for Pro Bono Service at UR Downtown. The University of Richmond School of Law created the Center for Pro Bono Service in recognition of an attorney’s professional obligation to serve the community, as well as a law school’s responsibility to educate its students on the need for pro bono legal services. This is an excellent opportunity to work with professionals in the Richmond area legal network and to have direct contact with the public. Learn More!

REQUIREMENTS:
- Please Note - position is off-campus. The Marketing & PR Coordinator will be expected to perform work primarily from UR Downtown.
- Some travel may be required.
- Applicants must be a law student, with preference given to 2L/3L candidates.
- Marketing & PR Coordinator is expected to work 5-15 hours a week.
- Must attend orientation training Saturday, Sept. 12 from 10am-3pm.

SPECIFIC DUTIES:
- Provides public relations support to the Center for Pro Bono Service.
- Manages requests for legal assistance through Center for Pro Bono Service programs.
- Other duties assigned.

QUALIFICATIONS:
1) Dependable, trustworthy, and professional demeanor
2) Ability to work cooperatively and in a leadership role with students, staff, faculty, and community members
3) Ability to exercise discretion in a confidential work environment
4) Excellent oral and written communication skills and organizational skills
5) Knowledge/interest of legal and social justice issues
6) Understanding of marketing and communications
7) Confident and courteous telephone and interview skills

Wage Rate: Level III

Revised 8/2009