

Employer Engaged Learning and Research, Engaged Cornell
Address 260 Caldwell Hall
Contact Anna Sims Bartel
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Job Title Engaged Cornell Graduate Assistant

Organization Engaged Cornell is renewing and expanding Cornell's founding commitment to "knowledge with a public purpose." At the core of the initiative is innovation in teaching and learning through shared practices that connect students, faculty, and curricula with communities and the public realm across the globe. More information can be found at engaged.cornell.edu.

Position The Engaged Cornell Graduate Assistant will be serving the initiative with responsibilities that include: assisting with the creation and implementation of campus-community collaborations related to Tompkins County's collective impact initiatives; providing logistical, administrative, and strategic support for events and meetings; identifying and developing resources related to community partnerships around collective impact; using Microsoft Office and other technologies to document and share the work; advance and support impact assessment practices; and other projects as assigned.

Qualifications We are seeking these qualifications and characteristics in graduate student candidates:

- Interest in being part of, and helping cultivate, an expanded and strengthened sense of community that spans Cornell and Tompkins County
- Superior time management and organizational skills
- Demonstrated experience taking initiative with minimal supervision
- Experience with and commitment to campus-community partnerships
- Ability to manage multiple projects and prioritize accordingly
- Proficiency in Microsoft Office suite
- Ability to work independently and collaboratively as part of a team
- Active member of Cornell graduate student life and Ithaca/TC life
- Excellent written and verbal communication skills; ability to tell a compelling story
- Humility, curiosity, intercultural agility, diplomacy, sense of humor.

Schedule To be determined by student and employer. Suggested 6-10 hours per week.

Wage \$15/hour

Apply Graduate Students only. To apply send a resume and cover letter to Anna Sims Bartel (aws4@cornell.edu). Applications are due by Friday, May 27.

Start Date Summer 2016 and/or Fall 2016