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Position Advertisement
Office of Inclusion & Student Engagement Program Assistant
Graduate School

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STATUS: *Part-time
HOURS: 6-8 hours per week
HOURLY PAY RATE: $15/hour
SUPERVISOR: Alyssa Lopez, Program Coordinator & OISE Administrative Assistant
START DATE: July 1st

POSITION DESCRIPTION: The OISE Program Assistant supports the OISE Program Coordinator in the coordination of programs for OISE and other members of the Graduate School Dean's staff. The schedule for this position is flexible, but it will require some hours in the evenings and weekends depending upon program needs.

The following are the key responsibilities of the OISE Program Assistant.

- Assist in coordination and set up of programs for the Graduate School
- Create and maintain databases
- Assist in the development of program marketing materials
- Provide support on projects, including orientation, and professional, community, academic, and leadership development initiatives
- Assist in evaluation activities and analysis of data
- Assist Program Coordinator & OISE Administrative Assistant with administrative tasks
- Work collaboratively with all OISE and Graduate School colleagues and other partners of the Graduate School
- Other duties as assigned

Qualifications:

- A demonstrated understanding and commitment to the guiding principles of OISE: inclusion, diversity, engagement, and excellence
- Team player with proven ability to positively interact with all levels of staff, faculty, students and other constituents from diverse communities
- Demonstrated success in clearly and effectively communicating in writing and verbally with clients and co-workers
- Ability to be discrete and maintain confidential information
- Outstanding organizational and customer service skills
- Demonstrated ability to work collaboratively as well as independently
- Comfortable working in a fast-paced and busy office
- Outstanding organizational, problem-solving, and conflict management skills
- Keen attention to detail demonstrated through previous work
- Event planning and implementation experience
- Understanding of education, research, and service missions of a graduate school at a major research university

- Competent in Microsoft Excel, MS Publisher, Qualtrics, and other software. Experience with web content management systems helpful, but not required.

*To apply, submit letter of interest and resume/CV to Alyssa Lopez at al546@cornell.edu. Applications to be reviewed on a rolling basis. Priority date for the submission of applications is **June 20, 2016**. Continuing graduate and professional students will be given priority consideration.*