

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

CARE Coordinator (Alumni)
Admissions
Wade House
Sharon Grice
Academic Year
7.25
Coordinate the coverage of college fairs by alumni. Communicate with alumni, keep track of records and mail college fair materials. Cross trained with Visit Team students.

Principal Duties and Responsibilities

Customer service/ Public Relations are crucial. Excellent communication skills a must. Significant interaction with alumni and administration. Detail oriented and organized.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Communication, organizational, and computer skills. Knowledge of Cornell, OCAAT, and benefits of a liberal arts education. Ability to communicate effectively, interact professionally, maintain confidentiality in a variety of situations (in person and on the telephone)

Expectations

Minimum of 5 hours per week. Check in with supervisor at least three times per week.

Working Conditions

Works in a shared congested office space. Weekend work throughout the academic year, and evening/weekend phoning are expected.

Other

Employees may be required to perform other job-related duties as assigned. All requirements are subject to change over time, with possible modifications made to reasonably accommodate individuals with disabilities.