

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

Student Assistants for Counselors  
Admissions  
Wade House  
Assigned Admission Counselor  
Academic Year  
\$7.25  
Represent the college in providing assistance to admission counselors and the sharing of college information to prospective students and parents.

**Principal Duties and Responsibilities**

Phones and corresponds in writing, e-mail and online chats to prospective students and parents. Provides general information about the College, and admissions procedures. Assists the office with on-campus events, being an overnight host and conducting tours. Completes Data entry and data look-up. Assist other individuals in the office with various projects and duties.

**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

- 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

- Photography
- Maintain Inventory
- Heavy Lifting Required

**Additional Job Qualifications**

- Food Preparation
- Cash Register Skills

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.