

Job Title
Office/Department

Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Student Assistant
Dimensions: The Center for the Science and Culture of Healthcare
West Science, Room 102
Bobbi Buckner Bentz
Academic Year
Minimum Wage
The Dimensions program is Cornell's health science program that works with all students interested in pursuing work and graduate education in various health fields such as medicine, nursing, physical therapy, dentistry, public health, pharmacy, optometry and research.

Principal Duties and Responsibilities

Provide desk coverage when Program Coordinator is away. Update web site with resource information and current activities. Direct students to appropriate campus resources. Update Dimensions bulletin board. Create and distribute advertising for Dimensions events and activities.

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

Knowledge of Dreamweaver a huge plus. Students must understand and comply by privacy rules.

Expectations

Students will set up a schedule for each block working around class schedules. Students will be reliable and trustworthy.

Working Conditions

Inside, mostly at a desk.

Other

None