



Career Engagement Programs

600 1st Street SW, Box 2316, Mount Vernon, IA, 52314, (319) 895-4574

www.cornellcollege.edu/engagement

Cornell Fellows • Pre-Law • Beta Omicron Distinguished Alumni Visitors

POSITION DESCRIPTION

Position:	Student Assistant	Status:	Student Employment
Division:	Student Affairs	Hourly Rate:	Minimum Wage
Reports to:	Director of Career Engagement Programs	Length of Employment:	Academic Year

Position Summary

The Student Assistant will provide essential support to the Director in developing marketing materials and administration of various Career Engagement Programs activities and events.

Principal Duties and Responsibilities

1. Career Engagement Programs Marketing
 - a. Contribute to the creation of promotional and informational publications targeting internal and external stakeholders for Cornell Fellows, Pre-Law, and the Beta Omicron Distinguished Alumni Visitors programs.
 - b. Provide assistance in the design and maintenance of program-supported websites.
 - c. Serve as a resource in connecting Career Engagement Programs activities with Cornell student organizations and media.
2. Administration
 - a. Support assessment and evaluation efforts of programs.
 - b. Assist in coordination of Career Engagement Programs events as necessary.
 - c. Other duties as assigned.

Work Relationships

Reports to the Director of Career Engagement Programs. Contact with students, faculty, staff, alumni, and the general public as appropriate.

Work Environment

The Student Assistant to the Director will conduct work responsibilities independent of the Director's office in Ebersole. Accordingly, confidentiality of selected material must be maintained.

Skills, Knowledge and Abilities

1. Sophomore, junior or senior standing.
2. Ability to communicate effectively with a diverse group of stakeholders on and off campus.
3. Capable of doing independent research and accomplishing tasks in accordance with established timelines.
4. Demonstrated success in time management, administrative efficiency, and event coordination.
5. Proficiency in basic Microsoft Office applications including Word, Excel, and PowerPoint.
6. Knowledge of Macromedia Dreamweaver, Microsoft Access and Publisher a plus.

Remuneration

TBD

Resignation/Termination

Student must report to work meetings as scheduled. Assignments must be performed satisfactorily. Failure to comply with these requirements is grounds for termination.

Resignation of the position must be done in writing.