

Job Title
Office/Department
Location (Building)
Supervisor
Number of Student Workers Employed
Job Wage Rate or Range
Position Summary

Office assistant
College Communications
2nd floor, Old Sem
Glenda Davis-Driggs
2
\$7.25
To assist the communications coordinator and/or staff in routine duties of the office.

Principal Duties and Responsibilities

1. General office duties including filing, photocopying, mailings, typing, and telephones as needed.
2. Clip daily newspapers, date, distribute, and file clips as required.
3. Back-up for publishing and distributing Today@Cornell in absence of the secretary.
3. Other duties as assigned.

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

Attention to detail. Ability to interact with various constituents.

Expectations

Reliability, confidentiality

Working Conditions

Sitting; standing; walking around campus.

Other