

**CORNELL COLLEGE
JOB DESCRIPTION**

JOB TITLE: MN Regional Representative Student Assistant

DEPARTMENT: Admissions

REPORTS TO: Amy Luitjens

DATE: July 2005

POSITION SUMMARY:

Represents the College in providing assistance to regional representative(s) and the sharing of College information to prospective students and parents.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:
(Essential functions of the position)**

1. Provide general information about the College and admissions procedures to families and students.
2. Become familiar with Admiss and other means of office information management.
3. Complete data entry and data look-up. This task may require a minimum of five hours per month during peak times.
4. Call prospective students in supervisor's territory as needed in order to determine level of student interest and need for information as well as to update students on their file status. Will enter call records in Admiss and notify counselor of conversations after contact is made.
5. Send campus mail to supervisor's regional office every Friday before noon.
6. Assist the office with on-campus events such as compiling registration materials for Preview Days, and as needed.
7. Maintain an organized copy of work completed throughout term of employment.
8. Assist other individuals in the office with various projects and duties.

EXPECTATIONS:

1. Due to the sensitive nature of some materials with which the employee will be required to work, s/he is required to sign a confidentiality agreement.
2. Work a minimum of 5 hours per week during peak times in the office.
2. Check in with supervisor at least 3 times per week to see if there is work to be done via email query or telephone call during a pre-arranged time.

PERFORMANCE:

1. The student occupying this position is expected to be an independent, organized self-starter who is committed to the College's admission goals.
2. Give and request feedback to/from supervisor. Provide academic schedule and other extracurricular responsibilities in advance so supervisor and office can anticipate availability.
3. Participate in a mid-year review (in December or January) with supervisor.
4. Due to the trust and responsibility assigned to the employee in this role, there is an accountability system for the first, second and final occasions in which the employee does not complete a task on time or satisfactorily. The expectations are as follows:
 - First time: The lapse will be discussed with the student. The employee will be reminded of the accountability system.
 - Second time: The employee will receive a warning and will be reminded of the accountability system.
 - Final time: The employee will be asked to return all admission materials to the office, including any keys or passwords/codes. The employee will be dismissed from the position.
3. Any violation of the signed confidentiality agreement will result in immediate dismissal.