

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

Mail Processor and Data Entry
Admissions
Wade House
Jan Hartung
Academic Year
7.25
Compile mailings and conduct data entry.

**Principal Duties
and Responsibilities**

Responsible for assembling mailings which go to prospective students. Data input into our administrative system, Quo Data. Speed and accuracy are important. Must be detailed oriented and have good data entry skills.

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

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.

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.