

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

Telecounselors- Data Entry Team  
Admissions  
Albright House  
Karla Morford  
Academic Year  
Minimum Wage  
Enter information accurately into Admiss.  
Work 16.5 hours per block. Work evening  
hours between 6 and 9 pm.

**Principal Duties  
and Responsibilities**

Type 45 wpm. Type accurately. Have a  
good work ethic.

**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**

Work Monday through Thursday at 6:00  
pm and/or 7:30 pm and Sunday at 3:30,  
6:00 or 7:30 pm. The shifts last an hour  
and a half each. Telecounselors may work  
two to three shifts per night. Work 10

shifts per block and attend a block meeting.

**Working Conditions**

Works in a shared congested office space. Weekend work throughout the academic year, and evening/weekend phoning are expected.

**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.