

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

Research Assistant
Institutional Research
306D Law Hall
Institutional Research Staff
Academic Year
Minimum Wage
To help with all duties listed below for major and on-going research projects at Cornell.

Principal Duties and Responsibilities

Data entry, filing, helping to get out mass mailings and e-mails in a timely fashion.

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

To be willing to take on extra work load during major projects.

Expectations

To work regularly and notify supervisor if not able to work scheduled days and hours.

Working Conditions

Office, generally at a computer.

Other

Run errands for the office.