

**CORNELL COLLEGE
JOB DESCRIPTION**

JOB TITLE: Intercultural Student Program Assistant

DEPARTMENT: Division of Student Affairs

REPORTS TO: Assistant Director of Intercultural Life

DATE: March 2007

POSITION SUMMARY:

Plan and coordinate programs for students and organizations supported by the Office of Intercultural Life; promote and participate in cultural events and activities for the Cornell community.

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

1. Maintain Intercultural Life web site (i.e. calendar of events, photos, reports/coverage of office activities, newsletter, etc.)
2. Provide support for and attend Intercultural Life events (i.e. Hispanic Potluck, Recognition Banquet, MLK Day, Black History Month, Diversity Conference, etc.)
3. Coordinate P.A.L.S. Program for incoming students and partners
4. Submit schedule each block and maintain regular office hours

ADDITIONAL DUTIES:

1. Serve as Study Table monitor in rotation with other student staff
2. Assist in office communication to promote events (i.e. posters, e-mail, banners, phoning, newsletter submissions, update Commons bulletin board monthly)
3. Act as student host for guests and visitors
4. Contact prospective students
5. Assist Intercultural Life staff as requested

WORK RELATIONSHIPS:

Reports to the Assistant Director of Intercultural Life for work assignments. Regular contact with students, faculty and staff; occasional contact with guest speakers and visitors.

EDUCATION, EXPERIENCE AND CERTIFICATION:

Student program assistants are expected to provide support for student services and share an awareness of and concern for all aspects of students' curricular and extracurricular development. Experience in web design/maintenance preferred; training provided for qualified applicant.

SKILLS, KNOWLEDGE AND ABILITIES:

Excellent communication skills and knowledge of intercultural student organizations on campus; ability to interact professionally with members of the Cornell community; ability to maintain confidentiality and work with a diverse population.

