

Job Title
Office/Department
Location (Building)
Supervisor
Number of Student Workers Employed
Job Wage Rate or Range
Position Summary

Office assistant
College Communications
Scott Alumni Center at Rood House
Nancy Selim
1
\$7.25
To assist the communications coordinator and/or staff in routine duties, and maintain a digital photo database.

Principal Duties and Responsibilities

1. General office duties including filing and photocopying.
2. Help maintain a digital database for college photos.
3. Prepare images for the college archives.
4. Clip daily newspapers, date, distribute, and file clips as required.
4. Back-up for publishing and distributing Today@Cornell in absence of the coordinator.
5. Other duties as assigned.

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

Attention to detail. Ability to learn new photo database computer system. Ability to interact with various constituents.

Expectations

Reliability, confidentiality

Working Conditions

Sitting; standing; walking around campus.

Other