

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

Peer Advocate  
New Student Orientation  
The Commons  
Karla Carney  
30  
\$250  
Assist new students with their transition to Cornell; facilitate small groups; plan social activities; provide peer counseling

**Principal Duties and Responsibilities**

Attend training in August; lead small groups throughout New Student Orientation; plan events through November for the small groups

**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**

Must have completed at least 4 blocks at Cornell; maintain a 2.5 gpa; be in good academic and disciplinary standing

**Expectations**

Attend all of NSO training in the Spring

and Fall prior to NSO; be on-campus  
for Blocks 1-3

**Working Conditions**

Long days during NSO

**Other**