

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

Research Assistant  
Institutional Research & Assessment  
2<sup>nd</sup> floor Old Sem  
Institutional Research & Assessment 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, assistance with mass mailings.

**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
- PowerCampus
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access & PowerCampus
- 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. Serve on the Institutional Research & Assessment Advisory Committee.

**Working Conditions**

Office, generally at a computer.

**Other**

Run errands for the office.