

CORNELL COLLEGE JOB DESCRIPTION

JOB TITLE: Student Program Assistant

DEPARTMENT: Division of Student Affairs

REPORTS TO: Assistant Director of Intercultural Life

DATE: February 2012

POSITION SUMMARY:

Plan, coordinate, promote and attend activities and programs sponsored by the Office of Intercultural Life. Program Assistants play a central role in researching, planning, and execution of these events and are responsible for providing leadership to ensure that Stoner House remains a safe and welcoming space for students, faculty and staff from diverse backgrounds. Program Assistants are also expected to schedule work hours in the Stoner House office to provide crucial support for the management of office operations.

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

Student Program Assistants help to advance the philosophy and mission of the Office of Intercultural Life and serve as office assistants, resources to the multicultural student community, and liaisons to student organizations.

1. Coordinate/assist with events sponsored by Eyes of the World (i.e. holiday celebrations, International Dinner, Culture Show, etc.)
2. Research diversity-related topics for programs and events
3. Coordinate and facilitate Food for Thought
4. Assist P.A.L.S programming
5. Assist office staff and student groups in promotion and execution of events and programs
6. Write and/or research articles for *Cultural Connection* newsletter
7. Design, produce, distribute announcements, invitations, posters, banners
8. Provide office coverage and answer phones
9. Serve as Study Table host at Stoner House (Monday and Tuesday of finals)
10. Provide support for and attend Intercultural Life events (i.e. OLA Potluck, Recognition Banquet, MLK Day, etc.)
11. Assist with additional duties and assignments as necessary
12. Submit schedule each block and maintain regular office hours

Revised 2/6/12

ADDITIONAL DUTIES:

1. Prepare and distribute correspondence
2. Act as student host for guests and visitors
3. Contact prospective students
4. 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 with operation of digital camera and AV equipment preferred; web management training provided for qualified applicant.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Excellent communication skills and knowledge of intercultural student organizations on campus
2. Ability to interact professionally with members of the Cornell community
3. Ability to maintain confidentiality and work with a diverse population
4. Knowledge, experience or willingness to learn about multicultural and social justice issues
5. Willingness to learn or enhance computer skills (i.e. website, publication, PowerPoint)
6. Willingness to participate in events and programs sponsored by the office, including promoting attendance, setting up and cleaning up, or cooking
7. Familiarity with office etiquette (i.e. answering phone, greeting guests and visitors, etc.)
8. Reliability and promptness, attention to detail, ability to work autonomously
9. Valid driver's license (occasional transportation/travel)