

**Job Title** Cornell Success Lab Program Coordinator

**Office/Department** Civic Engagement Office

**Location/Building** Thomas Commons, 213

**Supervisor** Coordinator of Civic Engagement

**Rate of Pay if not Minimum Wage** Minimum Wage

**Position Summary**

The Cornell Success Lab Program Coordinator is responsible for the oversight of Cornell College's Cornell Success Lab program with the Mount Vernon Middle School. You will be a liaison between Cornell and Mount Vernon Public Schools to recruit volunteers for this program and will be responsible for all aspects of program management.

**Principal Duties and Responsibilities**

1. Serve as a service liaison between Cornell College and the Mount Vernon Middle School
2. Coordinate the Cornell Success Lab program
  - a. Recruit Cornell and Middle School students to be involved
  - b. Train Cornell students on college and Middle School policies and procedures as well as techniques for appropriate and effective mentoring
  - c. Prepare and lead planning sessions, group discussions, and group activities, or identify a group member to do so
  - d. Serve as a liaison between Cornell volunteers, Middle School students and their parents, the Middle School, and the Civic Engagement Office
3. Attend bi-weekly staff meetings
4. Meet with the Director of Civic Engagement one-on-one 1-2 times each block
5. Assist in the marketing and promotion of the Civic Engagement Office
6. Coordinate activities with other members of the staff and work as a team to achieve the goals of the Civic Engagement Office
7. Assist with other projects and duties as assigned

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|---|---|
| <input type="checkbox"/> Phone Coverage                               | <input checked="" type="checkbox"/> Photocopying      |
| <input checked="" type="checkbox"/> Data Entry                        | <input type="checkbox"/> Cataloging                   |
| <input type="checkbox"/> Research Assistant                           | <input type="checkbox"/> Operate Switchboard          |
| <input type="checkbox"/> Tutoring                                     | <input checked="" type="checkbox"/> Scheduling        |
| <input type="checkbox"/> Athletic Training                            | <input type="checkbox"/> Telemarketing                |
| <input type="checkbox"/> Maintenance                                  | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Receptions/Registrations                     | <input checked="" type="checkbox"/> Microsoft Word    |
| <input checked="" type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Access             |
| <input checked="" type="checkbox"/> Microsoft Excel                   | <input type="checkbox"/> Installing Hardware          |
| <input checked="" type="checkbox"/> Microsoft PowerPoint              | <input checked="" type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Dreamweaver                                  | <input type="checkbox"/> Graphic Arts                 |
| <input type="checkbox"/> Troubleshooting PCs                          | <input type="checkbox"/> Sports Statistician          |
| <input type="checkbox"/> Sports Information                           | <input type="checkbox"/> Shelving Books               |
| <input type="checkbox"/> Audiovisual Skills                           | <input type="checkbox"/> Interlibrary Loan            |
| <input type="checkbox"/> Library Circulation Desk                     | <input type="checkbox"/> Food Preparation             |
| <input type="checkbox"/> Photography                                  | <input type="checkbox"/> Cash Register Skills         |

- Maintain Inventory
- Heavy Lifting Required

**Additional Job Qualifications**

Interest in service and in coordination of service programs; interest in working with youth; positive attitude; willingness to be flexible and to adapt to change quickly; strong written and oral communication skills; basic computer skills

**Expectations**

You will have a \$1000/year college work-study award with the Civic Engagement Office. This position requires a federal work study award. This will allow for 5-6 work hours each week for the first three weeks of the block. The Coordinator is encouraged to check in at the office regularly and is expected to work at least three hours in the office each week during the first three weeks of the block. A professional attitude, appearance and demeanor must be maintained when in the office. Confidentiality is expected in all matters containing sensitive information. Beyond the specifically detailed description of duties, the coordinator is asked to work on basic office tasks, including running errands, copying, typing, and cleaning areas.

**Working Conditions**

Office Environment