

Job Title
Office/Department

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

Student Assistant
Dimensions: The Center for the Science and Culture of Healthcare
West Science, Room 102
Julie Barnes
2
Minimum Wage
The Dimensions program is Cornell's health science program that works with all students interested in pursuing work and graduate education in various health fields such as medicine, nursing, physical therapy, dentistry, public health, pharmacy, optometry and research.

Principal Duties and Responsibilities

Website update. Distribute advertising for Dimensions events and activities. Take event photos and help with event set-up/tear down. Scan, photocopy and shred documents. Organize file cabinets and grad/professional school library. Proctor MCAT, DAT practice exams, which are generally held on weekends and/or block breaks.

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

Students must understand and comply by

privacy rules.

Expectations

Students will set up a schedule for each block working around class schedules. Students will be reliable and trustworthy.

Working Conditions

Inside, mostly at a desk.

Other

None