**Tatkon Center Student Administrative Assistant I, $10.40/hour**

The Center serves as an intellectual, support, and resource hub for first-year and transfer students. It provides a gateway, introducing new students to all aspects of the Cornell community, helping to ease their transition into life on campus. The Tatkon Center also connects students with appropriate campus resources that can foster and shape academic pursuits, career interests, interpersonal relationships, and personal values. The Center staff provides knowledgeable, practical advice and an experienced perspective about the new student experience.

The Center hosts 40-50 programs each term in diverse areas like academic exploration and support, career services, and health and wellness. All student staff assist with the planning and execution of these events and are at the heart of the center and crucial to overall operations. Please see our website for upcoming and archived events: [https://ccengagement.cornell.edu/new-student-programs/tatkon-center-first-year-students](https://ccengagement.cornell.edu/new-student-programs/tatkon-center-first-year-students)

Tatkon additionally partners with groups like the Learning Strategies Center, Math Support Center, Knight Institute, and others to provide drop-in peer tutoring for chemistry, biology, economics, writing, study skills, and math. Weekly Let’s Talk and Let’s Meditate programs are offered as well.

**Job Duties**

- Provide one-on-one assistance to students, parents, faculty, and visitors who come to the Center with general questions and issues, and make appropriate referrals to campus offices, services or other organizations
- Keep apprised of Tatkon Center facility and program scheduling and assist with room arrangements, tracking, set ups, and clean ups
- Assist faculty and staff who use Tatkon Center spaces with classroom technology and other issues like lighting, air conditioning, air ventilation
- Develop and execute in coordination with the Director, appropriate and creative programming well-aligned with the Center's mission
- Attend and actively participate in mandatory monthly staff meetings and in others as needed
- Work with Director, other RNSP professional staff, or Student Managers on special projects as needed
- Help maintain cleanliness of Center
- Complete a broad range of administrative duties as assigned, including phone, document preparation, data analysis, room arrangements, etc.; includes working with other New Student Program operations such as New Student Check-in, Orientation, First-Year Parents Weekend and possibly with Residential and New Student Program staff and Cornell Days.
- Assist with laptop lending and tracking
**Requirements**

Sophomore or junior class standing required. Must be friendly, outgoing, and knowledgeable about campus resources and be willing to continue to expand one’s understanding of these resources. Looking for a team player and person who takes initiative, especially with regard to the development and execution of student programming. Must possess good communication skills, be detail oriented, and have an ability to interact positively with people of diverse backgrounds.

This position may require some Sunday and early weekday morning and evening availability to cover normal hours of operations which are: Mon-Thurs 8am-11pm, Fri 8am-5:30pm, and Sun 3:00pm-11pm. Must be able to work 6-8+ hours per week including some hours immediately before and after breaks, in August during orientation, and some substitute shifts for colleagues when coverage is needed. (Though this appointment is for the spring 2018 term, typically staff return and work through their senior year.)

NOTE: Tatkon employees are required to return to campus early in August, and begin training and working by approximately August 16, 2018. The Center opens on January 24, 2018 this year and there is a group staff training on January 23.