

Tatkon Center Student Assistant Position

6-8 hrs/wk

\$9.70/hr

Open to current sophomores and juniors

The Tatkon Center serves as an intellectual, support, and resource center for first-year and transfer students. The Center hosts the Knight Institute's Writing Walk-in service 5 evenings each week, Study Skills workshops, over 20 Freshmen Writing seminars, Learning Where You Live courses, Let's Talk drop-in counseling and Let's Meditate weekly, math study groups, faculty office hours, coffeehouses with faculty, a pleasure reading lending library, exhibition space, access to Netprint, Carol's Café, and comfortable study spaces.

In addition to these regular offerings, special programming is developed each term. 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.

The Center serves as 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.

Job Duties

- Provide information to new students and parents, including during Move-In Day, Orientation and First-Year Parent Weekend
- Provide one-on-one assistance to students throughout the year who come to the Center with general questions and issues, and make appropriate referrals to campus offices and 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 AV equipment and other programming needs
- Plan and execute a wide variety of programming events for new students
- 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 resources for Center programs (e.g. restocking brochures, supplies)
- Complete administrative office duties as assigned, including phone, filing, typing, postering, data entry, and research regarding campus resources
- Assist with laptop lending and tracking

Requirements

Must be friendly, outgoing, and knowledgeable about campus resources and be willing to continue to expand one's understanding of these resources. Must be a team player and someone who takes initiative, especially with regard to the development and execution of student programming. Must possess good communication skills, detail oriented, and have an ability to interact positively with people of diverse backgrounds. This position requires some regular weekend, early 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 trade board shifts for colleagues when coverage is needed.