

Position Advertisement
Office of Diversity and Inclusion (ODI) Program Assistant
Johnson Graduate School of Management

STATUS: *Part-time
HOURS: 8-10 hours per week
HOURLY PAY RATE: \$14/hour
SUPERVISOR: Jamie Joshua, Director
START DATE: September 5th

POSITION DESCRIPTION: The ODI Program Assistant supports the ODI office in the coordination of programs and provides support for ODI staff. The schedule for this position is flexible, but will require some hours in the evenings and weekends depending upon program needs.

The following are the key responsibilities of the ODI Program Assistant.

- Assist in coordination and set up of ODI programs
- Create and maintain databases
- Conduct online research
- Provide support on projects, including orientation, and professional, community, academic, and leadership development initiatives
- Assist in evaluating activities and analysis of data
- Assist Office and Program Coordinator with administrative tasks
- Other duties as assigned

Qualifications:

- Demonstrated understanding and commitment to the guiding principles of ODI: inclusion, diversity, engagement, and excellence
- Team player with proven ability to positively interact with all levels of staff, faculty, students and other constituents from diverse communities
- Demonstrated success in clearly and effectively communicating in writing and verbally with clients and co-workers
- Ability to be discreet and maintain confidential information
- Outstanding organizational and customer service skills
- Ability to work collaboratively as well as independently
- Comfortable working in a fast-paced and busy office
- Keen attention to detail
- Event planning and implementation experience
- Understanding of graduate school education and service missions

- Competent in Microsoft Excel, MS Publisher, Qualtrics, and other software. Experience with web content management systems helpful, but not required.

To apply, submit letter of interest and resume/CV to odi@johnson.cornell.edu. Applications to be reviewed on a rolling basis.