Pre-College Opportunity Programs Summer Project Assistant
Position Description

**Position Title:** Pre-College Opportunity Programs Summer Project Assistant

**Supervisors:** Kurt Sarsfield, STEP Assistant Director and Chelsea Benson, PreK-12 Coordinator

**Position Description:**

The Pre-College Opportunity Programs Summer Project Assistant will support the PreK-12 Programs and the Cornell Science and Technology Entry Program with office logistics and operations critical to the success of those programs.

The PreK-12 Programs at the Cornell Public Service Center (PSC) support the administration of a federally funded after school program as well as 9 student-run organizations doing work in the community. The mission of the Cornell Science Technology Entry Program (STEP) is to prepare 7th – 12th grade students who identify as members of historically underrepresented groups or as economically disadvantaged prepare for college and careers in STEM (science, technology, engineering, and math) and the licensed professions. STEP is grant funded by New York State Department of Education.

The Project Assistant will work with the STEP Assistant Director and PreK-12 Program Coordinator to support the office logistics critical to the success of Cornell STEP and PreK-12 Programs. Primarily, this position will help create, review and track documents; research best practices; support and develop manuals and procedure handbooks; create systems for and support the organization of documents, files and records; manage student and program data; support the STEP Summer Program daily operations; plan and coordinate activities for the STEP Summer Program; maintain materials; and other tasks as assigned.

The preferred candidate has a solid work ethic, experience working in an office environment, creativity, intermediate computer skills (Word, Excel, PowerPoint, and Google Suite), is highly organized and has the ability to work with minimal supervision. Further, the ideal candidate is looking to develop this position and provide significant contributions to the Cornell STEP grant and the Public Service Center.

The preferred candidate has had a driver’s license for at least three years with a clean driving record.

**Remuneration:** $13/hour

Must be Federal Work-Study eligible for the summer 2019 employment term.

**Schedule:** 20-25 hours per week May 2019 – August 2019. Start date and schedule to be determined. Approximately 15 hours per week will be spent on projects for Cornell STEP and 10 hours on projects related to the PSC PreK-12 Programs.

**Application Process**

Interested students, please submit a resume and cover letter that addresses your skills and motivation for this position to Kurt Sarsfield via email at kss226@cornell.edu. Applications will be accepted and interviews will be done on a rolling basis. Priority deadline for applications is April 19th.