

## Pre-College Opportunity Programs Program Assistant Position Description

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**Position Title:** Program Assistant, Pre-College Opportunity Programs

**Supervisor:** Liz Millhollen, Upward Bound Assistant Director or Kurt Sarsfield, STEP Assistant Director

**Job Description:**

The Public Service Center is seeking motivated and passionate individuals to serve as Program Assistants for Upward Bound and the Science and Technology Entry Program (STEP). The Upward Bound program assists 123 high school students that qualify as low-income and will be the first in their families to pursue higher education in their efforts to prepare and go onto college. The mission of the Cornell Science Technology Entry Program (STEP) is to prepare 7<sup>th</sup> – 12<sup>th</sup> 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.

Program Assistants will work with the Upward Bound Assistant Director and/or STEP Assistant Director to support the coordination of office logistics critical to the success of their respective program. 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 daily program operations; plan and coordinate Saturday Academy activities for students; 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, 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 these pre-college grants and the Public Service Center.

**Remuneration:**

Applicants must be eligible for Federal Work Study to be paid.

Students without FWS can choose to take on this position in a volunteer capacity.

\$11.10/hour

**Work Schedule:**

The position begins September 2019. Program Assistants work 5 - 10 hours per week on a set weekly schedule based on their availability. A work schedule will be set during the first week of work.

**Application Process:**

Please send your resume and a cover letter, outlining your skills and motivation to work with Upward Bound and/or STEP to Kurt Sarsfield, STEP Assistant Director at [kss226@cornell.edu](mailto:kss226@cornell.edu). Priority deadline is August 30, 2019. After this date applications will be reviewed until the position is filled.