The Department of Clinical Sciences endeavors to balance its three-fold missions of teaching, service and research. The department is dedicated to excellence in teaching, providing substantial effort towards clinical training of DVM professional students, interns and residents in the Cornell University Hospital for Animals, and values both clinical and basic research.

This position is for an administrative assistant who will provide a variety of complex administrative support for the teaching, research, academic and non-academic professionals, technical, and administrative staff within the department, who excels in an environment that is highly interactive with many disruptions during the work day, is adaptable to many different personalities, is flexible and willing to get involved in a wide variety of projects, is motivated in learning and applying new skills, is able to work independently in managing course offerings and can anticipate the needs of faculty. Preference will be given to individuals who demonstrate the ability to increase efficiencies, search for ways to improve processes and add to an enthusiastic and positive environment.

Responsibilities include but are not limited to:

- Using a variety of PC and MAC software programs to prepare, compose, and edit complex correspondence, manuscripts, grant proposals, class materials, letters of recommendation, promotional materials, mailing and reference databases, slides, etc.
- Responding to requests for information, scheduling appointments, processing mail, ordering supplies, arranging travel arrangements for faculty, staff, collaborators, and invited guest, preparing itineraries, handling details for various events, processing travel paperwork, facsimile transmission, filing, recording student grades, preparing course handout materials. Preparing presentations for professional conferences and miscellaneous duties as they arise.
- Manage one-half of the faculty search process within the department partnering with the search committee chair, department chair and department manager on time-sensitive action items.
- Entering and manipulating data to produce drafts and/or final copies of scientific documentation.
- Publication retrieval.
- Establishing a welcoming environment for all individuals offering proactive customer service and at all times remaining a professional.
- Provide support for research activities including preparation of grant proposals and progress reports.
- Provide administrative support of the DCS Faculty and Resident Seminar Series.

Provide administrative support for academic and non-academic professionals within the department. Individual should excel in an environment that is highly interactive with many disruptions during the work day, is adaptable to many different personalities, is flexible and willing to get involved in a wide variety of projects, is motivated in learning and applying new skills, especially related to computer software, is able to work independently and can anticipate the needs of faculty. Preference will be given to individuals who demonstrate the ability to increase efficiencies, constantly search for ways to improve processes and add to an enthusiastic and positive environment.
### REQUIRED QUALIFICATIONS:
Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

Associates degree with at least two years of relevant experience, formal training beyond a high school diploma with at least 6 years of administrative experience or equivalent combination of education and experience. Proficiency/excellence in using a variety of computer programs and demonstrated ability to utilize an array of software programs including publication software. Excellent communication skills, superior written, verbal and interpersonal skills; excellent planning, coordination/organizational skills. Ability to work independently and respond quickly and effectively do multiple assignments/priorities. Must be able to work independently as well as in a team environment. Strong organizational and time-management skills essential. Proficient use of PC computers, knowledge of Internet Explorer, Microsoft Word, Excel, PowerPoint and various web browsers; word processing, editing, charts, graphs, exams, calendars and instructional material for teaching. Excellent knowledge of scanning equipment.

### PREFERRED QUALIFICATIONS:
Specify preferred specialized education, field and/or certifications.

Medical terminology and basic knowledge of essential components of scientific writing preferred. Proficiency in publication software OneNote, Outlook, Photoshop, Illustrator, FileMaker Pro, InDesign, Mendeley, EndNote and various web browsers is desirable. Word processing, editing, charts, graphs, calendars and instructional material for teaching are a plus.
### CORNELL UNIVERSITY

#### Staff Skills for Success

(The following skills are essential for individual and organizational success)

<table>
<thead>
<tr>
<th>Skills</th>
<th>Examples of Demonstrated Behavior</th>
</tr>
</thead>
</table>
| Inclusiveness        | Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation  
                      | Promotes cooperation and a welcoming environment for all  
                      | Works to understand the perspectives brought by all individuals  
                      | Pursues knowledge of diversity and inclusiveness  
                      | Is flexible, open and receptive to new ideas and approaches  
                      | Adapts to changing priorities, situations and demands  
                      | Handles multiple tasks and priorities  
                      | Modifies one's preferred way of doing things                                                                                                                                                                                      |
| Adaptability         | Enhances personal knowledge, skills, and abilities  
                      | Anticipates and adapts to technological advances as needed  
                      | Seeks opportunities for continuous learning  
                      | Seeks and acts upon performance feedback                                                                                                                                                                                         |
| Self Development     | Demonstrates the ability to express thoughts clearly, both orally and in writing  
                      | Demonstrates effective listening skills  
                      | Shares knowledge and information  
                      | Asks questions and offers input for positive results                                                                                                                                                                             |
| Communication        | Builds working relationships to solve problems and achieve common goals  
                      | Demonstrates sensitivity to the needs of others  
                      | Offers assistance, support, and feedback to others                                                                                                                                                                                 |
| Teamwork             | Is approachable/accessible to others  
                      | Reaches out to be helpful in a timely and responsive manner  
                      | Strives to satisfy one's external and/or internal customers  
                      | Is diplomatic, courteous, and welcoming                                                                                                                                                                                          |
| Service-Minded       | Demonstrates accountability in all work responsibilities  
                      | Exercises sound and ethical judgment when acting on behalf of the university  
                      | Exercises appropriate confidentiality in all aspects of work  
                      | Shows commitment to work and to consequences of own actions  
                      | Shows initiative, anticipates needs and takes actions  
                      | Demonstrates innovation, creativity and informed risk-taking  
                      | Engages in problem-solving; suggests ways to improve performance and be more efficient  
                      | Strives to achieve individual, unit, and university goals                                                                                                                                                                        |
| Stewardship          |                                                                                                                                                                                                                                       |
| Motivation           |                                                                                                                                                                                                                                       |
**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** List the position’s assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.

<table>
<thead>
<tr>
<th>Administrative Responsibilities:</th>
<th>Approximate % of time, Annualized</th>
</tr>
</thead>
</table>
| **In a timely and responsive manner,** take initiative for meeting pending deadlines, compose, edit, and finalize a variety of correspondence, documents, or reports in reply to written or verbal inquiries that require a high degree of initiative, judgment, originality, and knowledge. Such communications can include, manuscripts, and presentations. Use a variety of software applications for PC and MAC software programs to prepare, compose, and edit complex correspondence, manuscripts, class materials, letters of recommendation, slides, etc. Provide administrative support to faculty and staff including processing mail, facsimile transmission, order supplies, preparing itineraries, filing and other miscellaneous duties as assigned by faculty or supervisor. Coordinate faculty and staff travel; process travel vouchers and other related expense vouchers. Maintain faculty and departmental/section files, including academic reference literature such as published reprints, class notes, pamphlets, etc. Manage and maintain calendars, coordinating complex schedules and availability for faculty, residents, students, and LVT’s. Coordinate and prepare grant proposals, ensuring adherence to agency standards, and meeting internal and external deadlines. Coordination of interviews and room scheduling as applicable. Manage several section’s resident interviews for the VIRMP; including but not limited to: scheduling several in person and skype or zoom interviews, manage applications, provide catering, and professionally communicate with candidates as a representative of Cornell University. Develop and maintain excellent working relationships while handling telephone and in-person inquiries utilizing strong customer service and listening skills in situations frequently requiring tact, critical judgement and confidentiality. Screen calls and visitors from a wide constituent base. Arrange appointments with a variety of clients within and across the department, College and University and outside of Cornell. Refer inquiries as appropriate. Coordinate event-planning efforts in support of faculty programs ensuring proper logistics are organized in a timely and efficient manner. Negotiate with vendors and caterers, prepare or coordinate the preparation of billing, vouchers, invoices, etc. for a number of functions. Manage and coordinate communications and appointments on special projects as requested. Backup to maintain mailbox lists, DCS Directory and mailroom boxes. Provide backup to other Administrative Assistants in the Department and other duties as assigned. **Event Planning, Management and Execution for Conferences and Workshops.** Coordinate event-planning efforts in support of faculty programs ensuring proper logistics are organized in a timely and efficient manner. Negotiate with vendors and caterers, prepare, or coordinate the preparation of billing, vouchers, invoices, etc. for a number of functions. Manage and coordinate communications and appointments on special projects as requested.

*Revised 7/03*
**Technical Support:**
- Provide faculty and staff technical assistance for classrooms and meetings; including but not limited to Zoom, Skype, Skype for Business, Panopto, Projectors, and other classroom equipment.
- Use of a flatbed scanner, desktop publishing, spreadsheets, database and word processing software, in addition to computer hardware, printers and copiers with the ability to solve problems concerning software and equipment.
- Initiate and complete projects independently, using educated/experienced judgement in advising and instructing faculty concerning their course needs. Prepare teaching and/or research materials on a regular basis, requires proper preparation of files and use of software to utilize unit services.
- Record Student grades, prepare appropriate forms, compile averages and report final grades formally to College Registrar.

**General Administrative Duties:**
- DCS Seminar Series/DCS Resident Series
  - Organize and oversee all aspects of the programs such as advertising, arranging for travel/housing, food, rooms, equipment, and reimbursements.
  - Main contact and advocate for multiple programs to both internal and external speakers.
  - Meet regularly with faculty to design speaker programs.
  - Manage or filter program inquiries to appropriate contacts.
  - Initiate and exercise good judgement and discretion when composing letters, memos and announcements.

**Department Administrative Support**

Work in collaboration with Chair’s Assistant and Department Manager in supporting department faculty searches presenting a positive image of the department/college to both internal and external customers. This includes planning and scheduling arrangements for programs/events surrounding faculty searches, posting ads, generating letters, drafting itineraries, catering, seminars meetings, and social events. Working both within CVM, the University, and outside vendors. Arrange all details of travel including pick up/transfer of people. Communicate with all sections of CUHA and DCS to arrange interview appointments to accommodate several different schedules and preferences. Compile background materials for meetings. Coordinate applications, interviews, and evaluation process. Coordinate schedules for all involved both internally and externally. This may require travel outside of college of various portions of the interview process. Develop and disseminate information through print and multi-media. Ensures all systems are working properly for Zoom and computer related systems for presentations making appropriate contact with sites outside of Cornell to ensure participation is scheduled. Coordinate and make domestic and foreign travel arrangements housing, car rentals and reimbursements if applicable. Create applicable advertising materials to assist in the recruitment of faculty.

**Total** 100%

**Additional Comments:** Use extra pages if necessary.
FOR EACH FACTOR BELOW, CHECK THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION
Please double-click the appropriate box and then choose the option “Checked”.

MINIMUM EDUCATION EQUIVALENCY:
☐ High School Diploma
☒ Training 6 months to 1 year, technical trade-no degree
☐ Associate’s Degree
☐ Bachelor’s Degree
☐ Training beyond Bachelor’s, less that Master’s Degree
☐ Master’s Degree
☐ PhD/EdD/JD/ or LLB
☐ MD/DVM

MINIMUM JOB-RELATED EXPERIENCE:
☐ Less than 6 months
☐ 6 months to 1 year
☐ 1 to 2 years
☒ 2 to 4 years
☐ 3 to 4 years
☐ 4 to 5 years
☐ 5 to 7 years
☐ 7 but less than 10 years
☐ More than 10 years

ACCOUNTABILITY THROUGH SCOPE OF IMPACT:
☐ Limited; immediate group/department
☒ Moderate; beyond the department
☐ Substantial; beyond college/admin unit
☐ Significant; beyond university

INTERACTION WITHIN UNIVERSITY:
☐ Receive/provide information
☐ Assist others; provide/obtain cooperation
☐ Provide guidance/coordinate activities/contribute to Work groups
☒ Coordinate major activities/sensitive situations
☐ High level interaction; considerable diversity, highly sensitive and/or confidential

INTERACTION WITH STUDENTS:
☐ None to limited
☒ Occasional; provide information
☐ Frequent; provide advice on complex issues or provide instruction on more complex equipment

INTERACTION OUTSIDE UNIVERSITY:
☐ Limited
☒ Conduct straightforward business; provide information
☐ Conduct complex business; provide/receive/analyze/develop guidance and advice
☐ Develop/make presentations and negotiate

DIRECTING OTHERS:
☐ No responsibility for others
☒ Occasional guidance to co-workers
☐ Supervises others who perform similar work
☐ Supervises, assigns and reviews work of others
☐ Manages supervisors
☐ Broadly directs managers

WORKING CONDITIONS

ESSENTIAL PHYSICAL REQUIREMENTS*
☐ Typically lifts less than 10 lbs
☒ Typically lifts 10 to 20 lbs
☐ Typically lifts 20 to 50 lbs
☐ Typically lifts more than 50 lbs

VISUAL
☐ Normal concentration
☐ Close concentration
☒ Close concentration/manual dexterity
☐ Acute concentration/eye-hand coordination

HAZARDS
☒ Limited exposure
☐ Chemicals/careful use
☐ Chemicals/safety precautions
☐ Highly toxic chemicals

* Check applicable level after considering reasonable

Revised 7/03