



Job Description:

The **Office Assistant** is a part time employee (30 hours per week) who collaborates with the Program Coordinator and Administrative Director in providing a broad range of program and student services and administrative support for Cornell in Rome. Responsibilities are summarized and divided into the following categories:

General Office Support:

- Handle incoming calls; monitor entryways of the Palazzo spaces and reception;
- Purchase misc. household supplies, tools, or food and drinks for special events and similar, collect invoices (in person if necessary) from the various local suppliers
- Perform general clerical duties
- Regular filing & administrative record keeping
- Make travel arrangements for Cornell visitors
- Assist with pre-/post lecture set-up, clean-up
- Monitor studio and classroom spaces for repairs/maintenance and for proper usage of equipment
- Handle shipping/mailings and resolve customs issues
- Assist in coordination of receptions and events

Housing:

Collaborate with Program Coordinator to ensure that Cornell apartments (currently 9) are ready for arrivals and are maintained throughout the semester, including but not limited to:

- Apartment check in/check out, regular repair and maintenance, regular taking of inventories
- Bi-monthly apartment visits to ensure that everything is in working order
- Schedule service repairs when necessary
- Work closely with the cleaning service, particularly at the change of semester
- Purchase miscellaneous items for apartments as necessary, with approval of Program Coordinator
- Accompany technicians in apartments as needed

Audio-Visual (AV)/Technological duties:

- Assist faculty/lecturers with AV needs for classes /lectures
- Assist/trouble-shoot with printers; monitor printers' supplies and order as necessary
- Contact appropriate repair/ service people as necessary

Faculty Support:

- Assist faculty when necessary with electronic resources such as Cornell Library and Blackboard

Field Trips:

- Provide administrative support planning aspects of field trips, making reservations when necessary

Immigration:

In collaboration with the Program Coordinator:

- Assist with the preparation of student and faculty permits to stay
- Facilitate communication with the local immigration offices
- Accompany students and faculty to the various immigration appointments

Health:

In collaboration with the Administrative Director and the Program Coordinator:

- Assist students and faculty regarding health questions, i.e. scheduling doctors' appointments and/or accompanying students to medical appointments (during office hours)

Required Qualifications:

- Bilingual: excellent oral and written Italian and English language skills
- Agility with technology
- Experience working in either administrative or academic work environments
- Excellent organizational skills and attention to detail



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- Patience and ability to develop and maintain strong working relationships with students, faculty and staff
- Willingness to work in a fast-paced environment
- Strong interpersonal and teamwork skills
- Extensive knowledge of the city of Rome and Italian as well as American culture

Preferred and Desirable Qualifications:

- Bachelor's degree or equivalent
- Experience with Italian service providers/trades people and Italian culture
- Experience with American student groups/faculty

To be considered, please submit a brief statement of intent, resume/CV, and names and contact details (phone and e-mail address) of three (3) professional references via e-mail at cornellinrome@cornell.edu. The e-mail subject line should include the following reference code: FDR_CIR_OA_0003

Remarks:

- Full-time residence in Rome, Italy and a valid Italian work permit are required
- Pre-employment verifications including reference and background checks will be required.
- Only shortlisted candidates will be contacted for the interview.
- No correspondence will be entertained from candidates regarding delays, conduct & result of interview and reasons for not being called for interview.
- Cornell University and Cornell-affiliated entities reserve the sole right to alter/modify/cancel the entire selection process or the position or the vacancy or to disqualify any candidature at any stage of the selection process.

Important Notice to Applicants:

Applying for this position authorizes Cornell to contact any of your schools, your current* and former employers, or other references for the purpose of verifying information and/or obtaining an account of your education, work experience and skills. By applying for a job you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information.

You certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate.

Any misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at Cornell and is cause for immediate termination if employed. In addition, you certify that your conduct and performance in current or past employment, has been in accordance with policies, procedures, laws and regulations.

(* Please note that the point at which your prospective hiring supervisor will contact your employer may vary; however, this is most commonly done on a pre-employment basis usually after the initial interview. This practice is rarely performed on a pre-interview basis. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.)

EEO Statement:

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans and Individuals with Disabilities. Cornell University is an innovative Ivy League university and a great place to work. Our inclusive community of scholars, students, and staff impart an uncommon sense of larger purpose, and contribute creative ideas to further the university's mission of teaching, discovery, and engagement.