

## High Road Fellowships: Student Assistant Job Description

The High Road Fellowships give Cornell students a unique opportunity to explore the rich variety of creative organizations and enterprises that are transforming Greater Buffalo into a new, green, high road economy through summer internships.

The High Road Fellowships seek a part time student assistant to assist with program coordination and curriculum development focusing on the social sector. Working with the High Road is a great opportunity for anyone interested in economic development, state/local government, nonprofit organizations, public policy, social entrepreneurship and triple bottom line economics.

### **Position Description and Responsibilities:**

The student assistant will remotely support faculty and staff based in Cornell ILR's Extension Office in Buffalo. He/she will have administrative responsibilities along with preparation for the 2016 program and assisting with development of an inaugural pre-course preparing fellows for their summer experiences.

This is a yearlong position beginning October 5 and running through May 6 for 12 hours a week paying \$10.00 an hour.

### **Specific Duties Include:**

- 1) Program Support
  - a. Help coordinate fall forum showcasing 2015 High Road projects
  - b. Assist with recruitment for the 2016 High Road Fellows
  - c. Manage communications and outreach including website development and social media accounts
  - d. Represent the program at campus events and meetings as necessary
- 2) Curriculum Development
  - a. Assist in literature review and developing syllabus for three week pre-course in the spring semester
  - b. Pitch course to prospective applicants
  - c. Coordinate logistics for course

### **Qualifications:**

All alumni of the High Road Fellowships are encouraged to apply.

Ability to work independently and strong organizational skills.

Excellent oral and written communication and strong interpersonal skills.

Ability to exercise sound judgment and critical thinking skills.

Experience with Microsoft Office (Excel, Word, Powerpoint, Publisher) is required.

Knowledge of website development software is preferred.

A demonstrated commitment to social inclusion and, ideally, extensive interest in and knowledge of public policy, the nonprofit sector and the political landscape in Buffalo.

Send letter and resume to address below or to [ljf8@cornell.edu](mailto:ljf8@cornell.edu)

Application Deadline: September 23