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## Center for Bright Beams Administrative Assistant

May 2022

*Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty and staff of all identities and backgrounds. If you don't meet 100% of the job qualifications, but see yourself contributing, please submit an application. We strongly encourage individuals from underrepresented and/or marginalized identities to apply. We're a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.*

The Center for Bright Beams (CBB) joins nineteen senior investigators from diverse fields at eight universities and three national labs, who are working together to gain the fundamental understanding needed to advance accelerator technology, benefiting a wide range of accelerator applications. CBB's overarching research goal is to increase the intensity, or brightness, of beams of charged particles by a factor of 100 while decreasing the cost of key accelerator technologies. We are seeking an Administrative Assistant who will support the Director and Managing Director in the operations of the Center.

### **About the Center for Bright Beams:**

Cornell University is the lead institution on this National Science Foundation funded Science and Technology Center. Center collaboration takes place between faculty, postdocs, and graduate students from Cornell and our partner institutions that include Arizona State University, Brigham Young University, University of Chicago, University of Florida, University of New Mexico, Northern Illinois University, and UCLA. National laboratory partners include Fermilab, Lawrence Berkeley National Lab, and SLAC.

### **Key Job Responsibilities:**

The CBB Administrative Assistant III will be responsible for the administrative needs of the Managing Director and Director, utilizing various teams and resources to ensure that the needs of researchers, postdocs, and students are met. We are seeking an organized individual that can navigate various administrative tools i.e., Microsoft Suite, our in-house database, reporting applications, and scheduling software. The successful candidate will support our team by making travel arrangements, organizing annual meetings, symposia, special seminars, tracking myriad data sets using standard business applications, compiling data, updating social media platforms and web pages, editing reports, and assisting with the review of financial reports.

### **What We Need:**

- HS Diploma with 2-4 years of office experience or equivalent combination
- Experience with database management
- Proven organizational and time-management skills
- Effective written and verbal communication skills
- Strong interpersonal skills with proven ability to work with diverse audiences in group and one-on-one settings
- Strong commitment to quality service, collaborative decision-making, teamwork, and communication

- Experience that demonstrates sound judgment, creativity, management, and problem-solving skills
- Ability to navigate various forms of administrative technology

**What We Would Prefer:**

- Associate's degree
- Cornell or other higher education institution experience
- Excellent customer service track record
- Experience supporting

**Please apply online at:**

[https://cornell.wd1.myworkdayjobs.com/en-US/CornellCareerPage/job/Ithaca-Main-Campus/Administrative-Assistant-III\\_WDR-00031359-1](https://cornell.wd1.myworkdayjobs.com/en-US/CornellCareerPage/job/Ithaca-Main-Campus/Administrative-Assistant-III_WDR-00031359-1).

This position will be a hybrid of remote and working on the Cornell campus in Ithaca, NY. Visa sponsorship is not provided for this position.

As part of the university's [comprehensive vaccination program](#), all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 vaccine and booster or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location. New hires are required to provide documentation showing full vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If a new hire's vaccination is not complete or information is not received by their start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn. New hires are also required to have and provide proof of their vaccine booster within 30 days of the start of their employment or within 30 days of eligibility for the vaccine booster. For additional information on Cornell's Vaccination/Booster Compliance Program, [click here](#).

Cornell provides great benefits that include comprehensive health care options, generous retirement contributions, educational benefits (Employee Degree, Tuition Aid, Cornell Children's Tuition Assistance Programs), access to wellness programs, and employee discounts with local and national retail brands. Our leave provisions include three weeks of vacation and 13 holidays, including winter break from December 25th through January 1st.

Cornell has been nationally recognized as an award-winning workplace for our health, wellbeing, sustainability, and diversity initiatives. For more information, follow the link: [Benefits at Cornell](#).