

CHESS Executive Assistant

September 2021

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 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 Cornell High Energy Synchrotron Source (CHESS) is one of the most advanced scientific facilities in the world, and its pioneering capabilities are helping to keep the United States at the leading edge of scientific research. Located on the central campus of Cornell University, CHESS is internationally recognized for providing high intensity X-ray beams and advanced instrumentation to scientists and students around the world. The lab is comprised of seven state-of-the-art beamlines, each of which routinely hosts world-leading research in physics, chemistry, biology, environmental sciences, materials science, cultural heritage, and engineering. CHESS is a world leader in innovation for complex sample environments including in situ heating and loading, accelerators, detectors, and x-ray optics and plays a key role in many medical discoveries and scientific breakthroughs, including research that received Nobel Prizes in Chemistry in 2003 and 2009. The recent CHESS-U upgrade has expanded the lab's capabilities to allow scientists to address the most pressing global challenges facing our society. CHESS is committed to engaging with industry, academia and government through its funding from the National Science Foundation, Air Force Research Lab, National Institutes of Health, and New York State.

Work independently to provide high-level, complex, and confidential administrative, human resources, and organizational support to the Cornell High Energy Synchrotron Source (CHESS) Director and the CHESS Senior Leadership Team (SLT) through developing and maintaining a thorough understanding of the CHESS mission.

Key job responsibilities will include:

- Provide high-level administrative support to the CHESS Director and SLT. This position plays a critical role in contributing to the daily operations of CHESS and its constituents, providing input and ideas on ways to most efficiently develop and deliver CHESS objectives.
- Prioritize, manage, and influence complex schedules of CHESS Director and SLT, acting as primary point of contact between them and internal and external constituencies.
- Consistently and independently, respond to a wide variety of non-routine inquiries from a diverse internal, external, and international population demonstrating a high degree of judgment, initiative, professionalism, and confidentiality.
- Support all human resources activities for CHESS working with CHESS SLT and CLASSE HR Manager.
- Review and triage incoming email, documents, and requests to determine significance and conduct research as needed to draft and/or propose responses.
- Manage the flow of information, work priorities, and an extremely complex and busy schedule. Anticipate and plan meeting materials, gather appropriate background information, and apprise CHESS Director and/or SLT of issues prior to meeting.
- Responsible for coordinating with the CLASSE Business Office to provide monthly budget reporting to the CHESS Director, SLT, and Program Directors.
- Lead coverage for all incoming calls, inquiries from visitors, and email. Serve as back-up for CHESS user office.
- Assist with the coordination and completion of special projects, overseeing critical deadlines.

- Maintain courteous, professional, and service-oriented approach when acting as a liaison for CHESS.

What we need:

- Associate's degree with 4-6 years or more experience or equivalent combination working in a fast-paced administration role.
- Ability to work successfully under pressure in a fast-paced, team-oriented setting, handling multiple tasks with differing deadlines, and to prioritize work on projects happening simultaneously.
- Exceptional communication (both oral and written), organizational and time management skills are necessary, as is tolerance for ambiguity and ability to work in a complex high-pressure environment with diverse constituents and competing priorities.
- Strong service orientation and attention to detail. Must function exceptionally well independently with high degree of initiative and discerning judgment, as well as part of a team.
- Must be able to handle high-volumes of work during peak periods. Resolve problems, using sound judgment.
- Ability to exercise discretion and maintain confidentiality.
- Proven understanding of administration, finance, and HR activities.
- Fluent with word processing, database management, communications, scheduling and spreadsheet capabilities, and video conferencing.
- Demonstrated proficiency in MS Office, MS Outlook, and utilization of web technologies.

What we would prefer:

- A bachelor's degree in communication, business administration, human resources, or a related field with 5+ years' experience in a college or university research setting and/or other fast-paced and dynamic academic environments.
- Proficiency in Cornell University with in-depth knowledge of Cornell policies, procedures, and administrative structure.
- Experience in Cornell financial and HR systems.
- Event planning experience is a plus.

Visa sponsorship is not provided for this position. Please apply online at <https://cornell.wd1.myworkdayjobs.com/CornellCareerPage> (posting #WDR-00027951).

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](#).