

## Job Opportunities - Administrative Assistant

### **Cornell Cooperative Extension of Genesee County has an opening for an Administrative Assistant at the Batavia, NY office.**

The Association Administrative Assistant provides high-level clerical and administrative support to the overall association and program educators as needed.

Responsibilities include diversified duties such as clerical and/or administrative, word processing, database manipulation, spreadsheet development and desktop publishing to create, edit, format and produce brochures, reports, office forms, newsletters, directories, and correspondence. Handle general recordkeeping and database management, performing routine data collection and compilation. Prepare various educational materials and coordinate event registration and catered and non-catered events.

#### REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent education.
- Experience relevant to the role of the position.
- Ability to meet travel requirements associated with this position.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Ability to clearly communicate (speak, read and write proficiently) in English.
- Proficiency with windows-based software including use of the internet and Microsoft Office Suite including Outlook, Word, PowerPoint, Publisher, and Excel.
- Demonstrated ability to create, use, and maintain complex and unique databases of information.
- Ability to plan and organize personal work responsibilities according to priorities developed with immediate supervisor.
- Ability to work with a high degree of integrity, sound professional judgment, and the ability to handle confidential and sensitive information.
- Ability to follow oral and written instructions and assume responsibility with general guidelines and direction.
- Ability to communicate effectively through verbal, written and visual channels using traditional methods and educational tools, as well as electronic technology (e.g., video, audio, computers, etc.).
- Ability to effectively participate in professional team efforts.
- Ability and willingness to work with diverse audiences and maintain cultural sensitivity.
- Ability to relate effectively to co-workers, advisors, community and professional leaders.
- Strong organizational skills and attention to detail.
- Ability to work in a typical office environment which may include lifting, moving, and/or transporting office supplies, work related materials, and equipment with or without accommodation. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals to perform the essential functions.

## POSITION DETAILS

Expected Weekly Hours: 40 hours per week (Full-Time)

Hourly Wage: \$18.00 to \$18.70 per hour, commensurate with experience

Location: Batavia, NY office

Remote Status: Remote work is not available.

Benefits: Full benefits, based on eligibility, including:

- Paid Vacation, Sick, and Personal leave
- Paid Holidays
- NYS Health Insurance Program (including Dental Insurance)
- NYS Retirement (NYSERS)
- Long-Term Disability Insurance
- Employee Assistance Program (EAP)
- Tax Deferred Annuity Plan
- Flexible Spending Accounts
- Group Universal Life Insurance
- Personal Accidental Insurance
- Legal Plan Insurance
- Long Term Care Insurance
- Auto and Homeowner's Insurance
- Pet Insurance
- New York's College Savings Program
- Credit Counseling

## APPLICATION DEADLINE

Apply online by 11:59pm EST on August 13, 2025

To review full job description and to apply, click here:

**[https://cornell.wd1.myworkdayjobs.com/CCECareerPage/job/New-York-State-Other/Administrative-Assistant---Batavia--NY\\_WDR-00053992](https://cornell.wd1.myworkdayjobs.com/CCECareerPage/job/New-York-State-Other/Administrative-Assistant---Batavia--NY_WDR-00053992)**

Review of applications will begin immediately. *Position will remain open for applications until satisfactory pool has been identified.* Contact Kimberly at [wsbn-recruiter@cornell.edu](mailto:wsbn-recruiter@cornell.edu) with questions.

*The Association may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. If you require an accommodation so you may participate in the selection process you are encouraged to contact the recruiter listed above.*