

**Internship Details**

College or University: Cornell Tech, Cornell University (NYC Campus)

Office: Enrollment and Admissions

Internship Position Title: Admissions Assistant

Hours per Week: 20

Remuneration for Full Academic Year: \$22

Internship Start Date: Flexible (Must start by August 2024)

Internship End Date: May (End of academic year)

Can this internship be done remotely? Hybrid

**Does the posting depend on funding decisions that will be made later in the year (state yes or no):**

**Supervisor Details**

Supervisor Name/s: Bianca Matthew

Supervisor Title: Assistant Director of Enrollment and Admissions

Supervisor Phone: 646.971.3774

Supervisor E-mail: bm552@cornell.edu

Supervisor Office Location: 2 W Loop Rd, New York, NY 10044

Department Website: <https://tech.cornell.edu/admissions/>

**Information for Individuals Students Should Send Application To**

Name 1: Bianca Matthew

E-mail 1: bm552@cornell.edu

**About:**

Cornell Tech, a higher education graduate campus and research center of Cornell University located on Roosevelt Island in Manhattan, New York City, is seeking two interns for the position of Graduate Assistant for the 2024-2025 academic year. This role is a student-centric position that will support the Graduate Admissions team in various capacities during the admission cycle, including events, marketing, student programming, operations, and application review. Cornell Tech offers master's programs including MBA, LLM, Engineering, and Information Science.

**Job Description and Duties:**

The Graduate Assistant will report to the Assistant Director of Enrollment & Admissions and be a member of the admissions team charged with supporting various functions in our graduate management programs.

**Responsibilities include:**

- Assist with managing the application and enrollment process.
- Communicate with prospective students and applicants.
- Read and evaluate applications.
- Manage projects related to application processing.
- Support the coordination and facilitation of virtual interviews.
- Assist with recruitment efforts, events, marketing, and prospect data management.
- Manage Student Ambassadors and Alumni Ambassador programs.
- Coordinate campus visits and tour initiatives.
- Assist other functions of the department as needed.

**Additional Information:**

The Graduate Assistant will have the opportunity to focus on an area of Enrollment, Recruitment, & Admissions for further learning. Training and insights will be provided in areas such as building enrollment reports, leading events, decision-making processes, student programming, diversity recruitment, etc.