

## Position Description

Working Title:	Summer Administration Intern
Classification:	Association Temp Program (Non-Exempt)
Start Date:	6/16/2025
End Date:	8/29/2025
Duration (months):	Less than 3
Hours per week:	20
Days per week / schedule:	Monday-Friday (Negotiable)
Work Location:	4-H Acres, CCE Office
Supervisor Name & Title:	Rachel Bortin, Primitive Pursuits Camp Director
Compensation:	Approximately \$1,500 per month
Benefits Eligibility:	Not Benefits Eligible
Employment Type:	Temporary

## Position Summary

Join Primitive Pursuits as an Administration Intern and be at the center of ensuring the seamless functioning of our dynamic summer camp programs! Immerse yourself in a growth-oriented experience. Take charge of your own professional development, showcase your skills and creativity, and enjoy the support of a collaborative team. Embrace the opportunity to contribute to the success of our organization by maintaining and managing our camp database, providing valuable insights to administrative functions, and connecting with the public. Your role will encompass overseeing the smooth flow of camp operations.

Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

## Required Qualifications

- Proficiency in Microsoft Office Suite and Google Drive and comfort with computer skills development
- Ability to contribute to a positive, professional, and inclusive environment
- Comfortable interacting and speaking with families and staff, in person and over the phone
- Able to write and communicate effectively with families, staff, and co-workers
- Collaborating effectively with others
- Access to reliable transportation
- Able to Attend Staff Training Week June 23-27, 2025 (40 hours)

## Preferred Qualifications

- Desire to promote the educational mission of the program and the parent institutions
- Experience working with the camp database UltraCamp

**Helping you put knowledge to work.**

*Cornell Cooperative Extension is an equal opportunity, affirmative action educator and employer.*

## Responsibilities

- Maintaining and managing our camp database to track progress and inform executive functions of program
- Insuring a smooth process of camp functions consisting of weekly paperwork, camp payments, and required camper paperwork
- Making phone calls to parents and answering the phone
- Act as a liaison between our Registrar or Logistics Coordinator if needed
- Specialized projects designed by you, to benefit your professional development goals
- General administrative and organizational support
- Other tasks related to administrative responsibilities

## How to Apply

Please complete our online employment application including a cover letter and resume.

Applications will be accepted until May 1, 2025 or until all positions are filled.

## Contact

Rachel Bortin, Primitive Pursuits Camp Director at [primitivepursuits-opportunities@cornell.edu](mailto:primitivepursuits-opportunities@cornell.edu)

## Additional Info

Please be sure to read the Notice to Applicants found on the Jobs with CCE page:

<https://cals.cornell.edu/cornell-cooperative-extension/join-us/jobs>

*Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.*

No relocation or VISA Sponsorship available.

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 CCE Tompkins HR at [tompkins-hr@cornell.edu](mailto:tompkins-hr@cornell.edu).