



# Student Job and Internship Postings

## Job Posting ID# 64321

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### Employer Information

Name: Cornell Cooperative Extension of Tompkin  
Address Line 1: 615 Willow Ave  
Address Line 2:  
City: Ithaca  
State: NY  
Postal Code: 14850

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### Contact Information

Contact Name: Baz Perry  
Contact Title: Agriculture and Food Systems Team Leader  
Telephone Number: 607-272-2292  
Telephone Extension: 131  
Email: ebs20@cornell.edu

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### Job Specifics

Term: Academic  
Worksite: Mostly remote with some in person event assistance at 615 Willow Ave and around Tompkins County.  
Mileage reimbursement available.  
Region: Ithaca/Tompkins County  
Title: Agriculture and Food Systems Project Assistant  
Job Classification Level: Level II  
**Employer Type:** Cornell Cooperative Extension of Tompkins County  
Supervisor: Baz Perry

**Job Description:** Agriculture and Food Systems Project Assistant

This is a part time FWS employment opportunity for the 2021-2022 school year.

Classification: Level II

Employer: CCE Tompkins, 615 Willow Ave, Ithaca, NY 14850.

Department: Agriculture and Horticulture Issue Area

Physical Work Location: Mostly remote with some in person event assistance at 615 Willow Ave and around Tompkins County. Mileage reimbursement available.

Name of Supervisor: Baz Perry, Agriculture and Food Systems Team Leader

Dates of Employment: September 20, 2021 - May 15, 2022

Hours: 5-7 hours/week, flexible hours with some exceptions, some evening and weekend work is required

Pay Rate: \$15/hour

**Purpose or Role of the Position Within the Organization:**

This role will support special projects and events for services to farmers, local agricultural boards (including the Agriculture and Farmland Protection Board, the Food Policy Council, Finger Lakes Payments for Ecosystem Services Work Team), and programs run by the Agriculture and Food Systems Issue Area (including Farm to School, Food as Medicine, and the Food Task Force). This person will report to the Agriculture and Food Systems Team Leader but also work directly with the Agriculture and Horticulture Issue Leader, the department's administrative assistant, and other program managers. They will learn about how extension offices support area farmers, food processors and retailers, food access organizations, and run special programs.

**Duties include assisting with the following activities:**

Arrange virtual and in-person events

Design marketing and information flyers in canva or similar software.

Edit videos of interviews and events.

Organize event photos.

Make and manage social media posts and draft email and other communications.

Perform basic data entry into spreadsheets and databases (training provided)

Perform basic academic research and literature reviews

**Required skills:**

Proficiency with Excel and Google Sheets, including using basic formulas

Proficiency with the fundamentals of graphic design

Skills using targeted social media campaigns

Strong writing and communication skills

Familiarity searching for peer-reviewed articles in library databases

Demonstrated interest in agriculture and/or food security

**TO APPLY:** Send a cover letter, resume, and a list of three references to Baz Perry at [ebs20@cornell.edu](mailto:ebs20@cornell.edu) . Applications will be reviewed as they are received. Applicants may also contact Baz at 607-272-2292 ext 131.

Required Proficiency with Excel and Google Sheets, including using basic formulas

Qualifications/Skills/Experience Proficiency with the fundamentals of graphic design

Skills using targeted social media campaigns

Strong writing and communication skills

Familiarity searching for peer-reviewed articles in library databases

Demonstrated interest in agriculture and/or food security

Ability to lift 25 lbs preferred, but negotiable.

Work Schedule: flexible. some evening and weekend events preferred.

Weekly Hours: 5

FWS Required: Yes

Number of Positions 1

Available:

How to Apply: Send a cover letter, resume, and a list of three references to Baz Perry at ebs20@cornell.edu.

Applications will be reviewed as they are received. Applicants may also contact Baz with questions at 607-272-2292 ext 131.

Paid: Yes

Wage: 15

Employment Start Date: 09/16/2021

Employment End Date: 05/18/2022

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## Career Field Information

Career Field: Agriculture Sciences

Career Field: Communications/Public Relations

Career Field: Environment/Conservation