

Senior Administrative Assistant

Uses considerable independent judgment in providing administrative support to the Association. Strong customer service and secretarial skills. Experience using Microsoft Office. AAS Degree or equivalent education. Benefits available. Salary commensurate with qualifications. Location: Cornell Cooperative Extension of Delaware County, Hamden NY.

Apply online: <https://cornell.wd1.myworkdayjobs.com/CCECareerPage>

Office Coordinator WDR 00013703-1

Applications accepted through February 26, 2018. Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and individuals with Disabilities. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.