

Program Name: **Cornell-Paris I Summer Institute**

Job Title: **Program Assistant**

Location: **Paris**

Time of employment: 6 weeks in the summer and limit hours during the Winter and Spring months leading up to the Summer (**November 2018-July 27, 2019**)

Compensation for pre-approved work: **16€ per hour**

Type of employment: **French Independent Consultant**

Program Assistant must have the appropriate employment authorization to work in France

Position Summary

Cornell Law School, in collaboration with the Université Paris I Panthéon-Sorbonne, is seeking a Program Assistant for their annual Cornell-Paris I Summer Institute, a four-week summer program held in Paris, France. The Program Assistant, under general supervision on the Program Coordinator and in partnership with both a faculty and administrative director based at Cornell University, facilitates the coordination and on-site implementation of the program in Paris. This position is part-time for approximately six weeks during the summer (from June 24-July 27, 2019) with up to approximately five hours of work per month for the months of November through June. Interested candidates should have a minimum of a bachelor's (or "license") degree and 2-5 years of relevant professional experience. Candidates should be fluent in both English and French, be able to work well with people of diverse cultures and backgrounds, have strong communication and organizational skills, and have familiarity with US higher education. Any questions and expressions of interest (including a cover letter and CV) should be directed to Dawne Peacock (dfp7@cornell.edu).

Position Description

The Cornell-Paris I Summer Institute is a four-week academic program in international and comparative law. The Institute is co-sponsored by Cornell Law School and the Sorbonne Law School at the Université Paris I Panthéon-Sorbonne and is fully accredited under the American Bar Association.

Every year, the Institute welcomes a select group of 50-80 law students, lawyers and faculty from around the world to study law in the heart of Paris. Students take advantage of the strong international faculty, expansive English-language curriculum, and unique cultural and professional offerings.

The Program Assistant is an independent consultant who must be capable of working under general supervision. The Program Assistant is a part-time position for approximately six weeks in the summer; in addition, the Program Assistant must also be available to work up to five hours/month from November until June with additional hours in June in preparation for the Institute. The Program Assistant must assist the coordinator and students and faculty with health, housing, travel, culture, sports, and weekend excursions.

Under the direction of the Program Coordinator, the Administrative Director and the faculty Director of the Cornell-Paris I Summer Institute based at Cornell, the Program Assistant assists the Program Coordinator with the work of the Paris office and handles the various relationships with French officials at the University Paris I Panthéon-Sorbonne.

Duties include:

Administrative Responsibilities:

- Serve as a liaison between the Cornell Law School (CLS) and the Sorbonne Law School at the Universite Paris I - Pantheon-Sorbonne (Paris I)
- Recruit University of Paris 1 and Paris 2 students as well as *Sciences Po* students by making several presentations promoting the Cornell-Paris I Summer Institute
- Obtain dormitory and apartment housing resources
- Coordinate classroom reservations, receive course materials and office supplies stored at Paris
- Secure venues for the opening and closing receptions
- Preparing Paris I building access letters and securing Library Cujas access letters for our students
- Assist with wrapping up the Cornell-Paris I Summer Institute on-site administration after program end and provide a Program Report
- Assist with proctoring examinations

Academic Support Responsibilities:

- Maintain confidentiality surrounding student registration, grades, and well-being

Required Skills and Qualifications

- Required bachelors or "licence" degree with 2 years of relevant professional experience or the equivalent
- Must have native or near-native fluency in both English and French
- Ability to work well in a team and effectively manage multiple competing priorities
- Must possess excellent communications skills (both written and oral) and ability to develop effective working relationships and collaborate with a wide variety of faculty, staff, students
- Must have strong listening and interpersonal skills and be sensitive to people of diverse backgrounds
- Must possess excellent organizational, attention to detail, and the ability to demonstrate proficiency with various computer programs such as Outlook Calendar, Word, Excel and Access or related software
- Demonstrate ability to use social media appropriately and creatively for business purposes