



## Cornell University Cooperative Extension

*Cornell Cooperative Extension of Chenango County,  
Norwich, NY is seeking the following two positions:*

**Administrative Assistant II:** Duties will include word processing, managing database, spread sheets, assisting educators with event planning, simple banking, office management answering phone and emails.

**Requirements:** proficiency with office computing, positive, professional demeanor. Position pays \$24,000, New York State benefits including health insurance and retirement.

**APPLY AT:** [https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/job/New-York-State-Other/Administrative-Assistant-II---Norwich--NY\\_WDR-00017669-1](https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/job/New-York-State-Other/Administrative-Assistant-II---Norwich--NY_WDR-00017669-1)

**Nutrition Educator II:** Duties will include working in a team setting with other nutritional educators to provide nutrition education to SNAP recipients in environments including schools, nursing homes, health fairs, farmers markets and public events.

**Requirements:** Must have a two year degree in nutrition and must have a positive professional demeanor and the ability to work in a team setting. Position pays \$32,000, New York State benefits including health insurance and retirement.

**APPLY AT:** [https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/job/New-York-State-Other/ESNY-Nutritionist-I---Norwich--NY\\_WDR-00017762](https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/job/New-York-State-Other/ESNY-Nutritionist-I---Norwich--NY_WDR-00017762)

*Cornell Cooperative Extension of Chenango County  
is an equal opportunity employer*