

Previous Employer Examples

Cornell Career Services

From DYO, Community Work Study, and NYC Public Service Corps

DYO Examples:

Small Real Estate firm: Assisted CEO with Market Research, Property Acquisitions, Predevelopment Analysis, Project Financing analysis with focus on leveraging public/private funds for workforce housing and/or adaptive reuse of existing buildings as hospitality. Contributed to research on feasibility of solar energy upgrades in South Florida.

Small Vet practice: Gain experience in all aspects of a small animal veterinary practice. Work with clients on the phone and in the office, handle animals, assist the doctors during office calls & in surgery, work in the lab area doing chemistry panels, CBCs, parasitology, urinalysis, and preparing slides from skin scrapings, ear swabs, and fine needle aspirates. Also learn to interpret what is seen in the microscope. Care for hospitalized patients.

UN Foundation/Better World Campaign legislative and international relations projects, including: tracking legislation, monitoring think tank and policy center analysis, congressional database maintenance, drafting materials (writing/researching), editing website content, and administrative support.

Children's Museum: Engage children with museum workshops/exhibits to explore and discover. Encourage learning for children and adults in an informal educational environment.

Cornell Plantations: Work closely with a Natural Areas Management crew on such tasks as plant identification, invasive species control, use of GIS & GPS, trail maintenance, site monitoring, and rare plant monitoring and protection. Major focus will be on assessment of invasive species and different methods of control including hand pulling, cutting and herbicide application.

Bio-molecular Engineering: Assist with research in protein engineering, including cloning, recombinant DNA techniques, cell culture and other appropriate experiments and protocols.

VET College: Training and exercising horses on a high speed treadmill. Administer medications as needed. Assist with research projects.

Math Department: work on solving a problem in logic/theoretical computer science to do with the computational complexity of deciding the winner in a certain two-player game played on graphs. Explore this and related questions abstractly and write results proof.

Astronomy Department: Image processing to deduce cloud structure on Jupiter.

Environmental Engineering: Run a 10-week research project that will supplement ongoing research. Study the effect of pH on the product inhibition in mixed microbial communities treating agricultural waste residues. Perform lab duties and present work and results to the lab.

Harlem RBI: provide reading and other enrichment/literacy activities in the morning, assist coach with baseball or softball team building afternoons. Assist with field trips to NYC locations.

Lab Researcher: Prepare biological samples for chemical extraction and testing for biological activity against both ecologically relevant and bio-medically useful target. Separate and purify extracts of those not show relevant activity.

Discover Life in America: assist with information technology, photography, high resolution scans and development of educational outreach materials related to the All Taxa Biodiversity Inventory during the 2009 research season.

U of MD Center for Substance Abuse: Assist with data management of an ongoing longitudinal study of college students. The study is funded through NIH. The position will also assist with literature reviews and writing up results from data analyses.

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Wildlife Conservation Society, Design Management
SUNY Binghamton: Model simple thermal circuits, design and build a parallel plate type thermal resistance measuring device based on ASTM D547D modified to better suit thermal interface materials.

UCONN Medical Center: Administer a battery of behavioral tests to control transgenic mice. Collect data on activity, repetitive behavior, socialization and vocalization, performing data analysis and data presentation. The purpose is to determine if the transgenic CKAP5 mouse is a model for autism.

Fractal Antenna Systems: Assist in research and development of antenna projects incorporating fractal geometry.

Community Work Study Program

Paralegal Intern: Work on Social Security Disability cases. Correspond with clients, maintain files, request medical records and prepare and organize case files for hearings. May also manage housing or other types of cases, if time permits.

Tompkins Energy Conservation Corps Mentor: Test community-based energy-efficiency marketing and workforce development. Educate residents, youth, on low-cost/no cost ways to save energy, and programs. Run building energy analysis software.

Urban 4-H Summer Day Camp Counselor: Create educational and empowering opportunities for youth; focus on experiential learning designed to build academic, social and life skills. Plan and facilitate age-appropriate activities.

Codes and Building Inspector: Assist technical staff with annual fire code and maintenance inspection of buildings in Finger Lakes State Parks. Inspect, note violations; work with park staff; create reports.

Engineering Intern: Survey, computer aided design and drafting, plans for construction and maintenance of public works infrastructure. Water distribution system network modeling, cybernet, G.I.S. mapping, utility overlays with autocad and integraph.

Brooklyn Legal Services: Assist senior management team with administrative, fiscal and development projects. Research, writing, planning, etc.

Center for Peace and Conflict Studies, Wayne State: Assist with research project on immigrant political socialization; assist with Middle East Young Leaders Civic Integration Training; assist with various center event planning & implementation.

Your state's Humane Society headquarters
Your town's Planning or Communication Office
Colorado River for the Grand Canyon Institute
A small pediatric practice
Your regional Legal Aid Society

Info & Referral Marketing and Outreach Intern: Implement strategy to raise public awareness of I&R services. Provide research/assistance to Volunteer Tompkins Partnership Project. Promote I&R at community festivals, regular publishing of radio and print public service announcements, grant writing, sales copy writing, graphic design, presentations.

Seasonal Planning Intern: Develop and conduct surveys, and assist with focus groups for public input on the Commons Redesign project. Work on an economic analysis of properties located along waterways associated with the City dredging project. Assist with the research for a legal analysis for the dredging project. Develop a system to reduce paper distribution for the City Planning Board.

Youth Worker Assistant: Assist, develop and carry out service program with middle school aged youth. Combine fun activities that educate youth about community, national, and global issues.

Horticulture Program Assistant: Provide hands-on gardening support for beautification efforts and youth gardening activities. Provide support for home gardening education by answering phone calls, doing research, web site development, etc.

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Gardens Program Director - Linderman Creek:
Oversee garden activities and support staff for functions; monitor the garden time line; complete required reports; represent the Town's presence at the site and act as liaison between Town of Ithaca

and gardeners. Facilitate problem-solving and community-building amongst gardeners; identify and document any information, including potential program concepts.

NYC PSC Placement Examples:

Administration of Child Services: Handle follow-up phone calls for Foster Parents Recruitment hotline. Circle of support data hotline correspondence. Help with organization and attend special functions.

Assistant Commissioner: Content management of computer-based training, maintenance of EEO website, assist in setup and delivery of training presentations and video conferencing. Create PowerPoint presentations, graphics and chart/graphs.

Director of Facilities: Work closely with Director of Facilities Management to update and further populate extensive facilities database. Research through Department of Buildings mainframe application, interface with facilities project managers, coordination of requests for additional information from community partners

Department for the Aging, nutrition: Provide Educational Seminars, Assist input of gathered data and analysis of menus for nutrient content.

Codes and Engineering: Assist the staff of the Technology Management unit. Work with 6 engineers and the Director of Engineering. Assist in researching codes, reviewing plan submissions, drafting official letters, updating databases, reviewing variance applications, reviewing equipment applications, evaluate plans.

Contract Manager: Assist in preparation of Contract Budget reports and spreadsheet, End-of-Year inventory of agency warehouse for Facility Services. Prepare reports and spreadsheets for budget plan to ensure funding and availability for contracts.

Chinese Methodist Center, America Reads
Community and Government Affairs

Occupational Safety & Health
City Administrative Services, General Counsel
Office Prosecutor Narcotics, Special Investigations

Dept of Human Resources Administration:

- Prepare entitlement applications for at-risk clients. Review documents, contact landlords and utility companies for updated information regarding the clients' accounts.
- Review case files to determine if they should be referred to CASA/Homecare or PSP, reassessed or closed. Develop database to determine how service should be implemented in a timely manner.
- Provide support to admin staff by developing and maintaining inventory controls, tracking systems, and assisting in operational analyses.
- Interview staff and create detailed business and systems spec documentation. Interns would also be expected to work closely with programming staff in the design of software applications resulting from the analyses.
- Media Relations: Provide production and press assistance to the Office of Public Information and Communications. Reviewing newspapers, preparing daily news clips for executive team, assisting with the production of newsletters and brochures, filing and answering phones.

Hospitals:

- Admission: Assist in admitting patients to hospital. Verify information, discharge activity, escort patients.
- OBGYN: Assist with administrative duties. Observe clinical activities on labor and delivery.
- Pharmacy: Aid in dispensing unit dose medication, reconstitute antibiotics. Deliver medication to units.

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