CORNELL UNIVERSITY

Date: \_\_\_\_\_\_\_\_\_\_ 220222022222022\_\_\_\_\_\_\_\_\_\_

**STAFF POSITION DESCRIPTION**

# General Information

|  |
| --- |
| **Position General Information:** New Hire/New Position Update to Current Position |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Current Incumbent, if any: |  | | Position #: |  | |
| University Job Title: |  | | Pay Band: |  | |
| Working Title (if different): |  | | Exempt: | Nonexempt: | |
| Department Name: |  | | Dept Code: |  | |
|  |  | |  |  | |
| Immediate Supervisor’s Name: | |  | | | |
| Supervisor’s University Job Title: | |  | Pay Band: | |  |
| Working Title (if different): | |  | | | |

|  |
| --- |
| **Culture of Inclusion and Community Standards**: Skills essential for individual and organizational success. |
| [REQUIRED] As a university founded to be a place where “…any person can find instruction in any study,” inclusion and belonging are at the core of our values and mission. We strive to be a welcoming, caring, healthy community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each other to cultivate a culture of inclusion for all. [Cornell Core values](https://www.cornell.edu/about/values.cfm)  [REQUIRED] As a people manager and university leader you will model and support a culture of inclusion, belonging, and wellbeing by fostering an environment where everyone has the ability to thrive and navigate work and life’s challenges because they feel like they belong and have the tools and support they need.    [REQUIRED] While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell.  These skills are essential for individual and organizational success. [Staff Skills for Success](https://hr.cornell.edu/professional-development/performance-0/skills-success); [Leadership Skills for Success](https://hr.cornell.edu/professional-development/performance/leadership-skills-success) |

|  |
| --- |
| **Department Background:** Provide a brief overview of your department/unit. |
| [OPTIONAL] College/Unit Statement  [OPTIONAL] Department Statement  [OPTIONAL] Function Statement |

|  |
| --- |
| **Rewards and Benefits**: Highlight the unique benefits offered by Cornell and specifically to the position. |
| Competitive compensation, generous time-off, and great benefits …[More on Cornell Benefits](https://www.hr.cornell.edu/benefits/) |

# Position Summary

|  |
| --- |
| **Position Summary**: Explain the purpose for the position and summarize the responsibilities to include in job ad. |
| [REQUIRED] Explain summary of position responsibilities  [REQUIRED] While position responsibilities vary, every member of our community is expected to foster a culture of belonging and a healthy work environment by communicating across differences; being cooperative, collaborative, open, and welcoming; showing respect, compassion, and empathy; engaging and supporting others regardless of background or perspective; speaking up when others are being excluded or treated inappropriately; and supporting work/life integration of oneself and others.  [OPTIONAL] Campus Collaboration  [OPTIONAL] Success Factors |

|  |
| --- |
| **Required Qualifications:**Specify required minimum equivalency for education, experience, skills, knowledge, etc.  **Position Competencies/Skills:**Job related knowledge, skills, abilities, and behaviors that contribute to success. |
| * [REQUIRED] Specify minimum education and experience equivalency. * [REQUIRED] Specify key qualifications that contribute to success.   **[REQUIRED – Select the statement that most appropriately applies to the position]:**   * Demonstrated skill in understanding cultural differences. * Proven experience connecting inclusion, belonging and wellbeing practices to business goals. |
| **Preferred Qualifications:** Specify preferred specialized education, field and/or certifications. |
| [OPTIONAL] Specify preferred qualifications |

# Position Responsibilities

|  |  |
| --- | --- |
| **Position Responsibilities/Essential Functions:** List the responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. | |
| [REQUIRED] List each responsibility and associated percent totaling 100% | Approximate % of time, Annualized |
|  | % |
|  | % |
|  | % |
|  | % |
| **Other position-related responsibilities**  [REQUIRED] Participate in projects or other duties as assigned with occasional work responsibility falling above or below current classification.  [REQUIRED] Completion of any university required compliance trainings. | % |

|  |  |  |
| --- | --- | --- |
| **Position Leadership/Management Responsibilities:** For positions with responsibilities focused on managing the work of others and developing others. [REQUIRED FOR THOSE THAT SUPERVISE OTHERS] | | |
| Number of/Range of Direct Reports | \_\_\_\_\_\_\_ Exempt | \_\_\_\_\_\_\_ Nonexempt |
| Number of/Range of Indirect Reports | \_\_\_\_\_\_\_ Exempt | \_\_\_\_\_\_\_ Nonexempt |
| Number of/Range of Student or Temporary | \_\_\_\_\_\_\_ Exempt | \_\_\_\_\_\_\_ Nonexempt |

# Work Designation

|  |  |  |
| --- | --- | --- |
| **Work Designation:** Assessment of position’s primary setting for performing work. Please select one. | | |
|  | Onsite | * Positions requiring 100% on-site presence. May be able to occasionally work remotely. * Requires a traditional office or space for interaction with faculty, staff, students and/or customers. * Most/all position responsibilities must be performed in person. * Aspects of Cornell’s physical environment are applicable.   Regularly require onsite interaction with students, faculty, staff, or other customers |
|  | Hybrid | * Positions with the ability to regularly be performed at least partially remotely. Includes seasonal hybrid, variable hybrid, and consistent hybrid. * May require a traditional office or space for interaction with faculty, staff, students and/or customers. * Position responsibilities are a combination of those performed remotely and those performed in person. * Aspects of Cornell’s physical environment may be applicable.   Periodic onsite interaction with students, faculty, staff, or other customers. |
|  | Remote | * Positions within/outside of New York State which can be performed 100% remotely. May be asked to travel to campus periodically. * Does not require a traditional office or space for interaction with faculty, staff, students and/or customers. * All position responsibilities can be performed remotely. * Aspects of Cornell’s physical environment are not applicable.   No onsite interaction with students, faculty, staff, or other customers. |

# Essential Working Conditions (after considering reasonable accommodations)

**Physical (lift/carry/push/pull):** Choose an item.

**Visual:** Choose an item.

**Hazards:** Choose an item.

*04/23/2025*