



## Academic Support Job Family: **Extension Support Specialist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. **A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.**

### GENERIC JOB PROFILE SUMMARIES

Extension Support Specialist I INDIVIDUAL CONTRIBUTOR	Extension Support Specialist II INDIVIDUAL CONTRIBUTOR	Extension Support Specialist III INDIVIDUAL CONTRIBUTOR	Extension Support Specialist IV INDIVIDUAL CONTRIBUTOR
Assist in planning and delivery short- and long-range educational programs as assigned.	Participate in planning the delivery and/or development of short- and long-range educational programs within an assigned subject matter area(s).	Plan short- and long-range educational programs; assist with development of program strategies; implement operating and administrative guidelines, policies and procedures.	Develop educational strategies, operating and administrative guidelines and procedures, ensure consistent interpretation of policies, process and procedures and provide leadership in strategic planning efforts and mission of Extension/ Department/University.
Plan, implement and evaluate educational programs and/or program development activities; assist in identifying and developing program priorities.	Analyze and evaluate programs; make recommendations to supervisor for strengthening and improving programs; assist with implementation of administrative and program management activities.	Identify, define and implement plan of work and accountability measurements to meet and enhance program and development and training.	Monitor programs to ensure that educational content conforms to the policies and objectives of the department(s) and Cornell University.
Coordinate a specialized educational program component and/or give presentations and assist with workshops and trainings.	Oversee specialized educational program; facilitate and provide training to building local, regional, state and national networks to promote program.	Design and conduct educational programs utilizing a variety of delivery methods.	Design and implement educational programs utilizing a variety of delivery methods.
Develop and maintain database and reporting systems; serve as resource for reporting for stakeholders.	Analyze data and prepare reports; make recommendations for programs based on analysis and complete quarterly reports.	Analyze and interpret data; prepare reports and make recommendations for programs based on analysis and complete quarterly reports.	Continuously establish and evaluate metrics to track program impact; oversee and approve annual reporting processes.

<b>Extension Support Specialist I INDIVIDUAL CONTRIBUTOR</b>	<b>Extension Support Specialist II INDIVIDUAL CONTRIBUTOR</b>	<b>Extension Support Specialist III INDIVIDUAL CONTRIBUTOR</b>	<b>Extension Support Specialist IV INDIVIDUAL CONTRIBUTOR</b>
Assist in identifying new funding sources, grants and contracts; participate in proposal writing.	Identify and develop new funding sources, assist with preparation of writing grant proposals and contract.	Develop new funding sources; prepare and submit grant proposals and contracts to secure additional funding.	Provide in-depth assistance in seeking out, preparing and submitting grant proposals to secure additional funding, actively involving and/or directing others.
Develop and tailor standard teaching aids and materials; may set up labs and classroom learning materials.	Develop and market appropriate teaching aids and materials with Community partners.	Prepare and develop educational materials.	Approve content of education materials; ensure appropriate guidelines for legal accuracy and liability issues.
Serve as subject matter resource.	Serve as subject matter expert.	Serve as subject matter expert and liaison between Cornell researchers, stakeholders and state and/or federal regulatory agencies to develop community support.	Build, strengthen and expand effective relationships with Cornell faculty and researchers, stakeholder and other community organizations and state and/or federal regulatory agencies.
Coordinate and assist in developing outreach and marketing efforts such as press releases, research findings, grant proposals, manuscripts, social media and website content.	Participate in mass media efforts related to the program; write and edit materials such as press releases, research findings, manuscripts, social media and website content.	Oversee and implement media and marketing plan efforts; develop, edit and revise content; collaborate with authors and leaders.	Direct, design and implement effective marketing and communication efforts with key leadership to reinforce and enhance education and extension program.
Act as liaison with community agencies to enhance understanding and support of programs/projects.	Represent programs/projects to community agencies and maintain collaborative relationship.	Represent University to the public and community leaders and stakeholders.	Represent University to the public and community leaders and stakeholders.
Assist in the identification of program needs.	Identify and structure programs that address community and individual needs, taking into account the diversity of the community; identify and conduct focus groups to identify program needs.	Enhance and structure programs that address stakeholder, community and individual needs, conduct focus groups to evaluate and determine program needs.	Develop strategies for implementing programs that utilize a variety of proven educational methodologies and that consider the diversity of the community.
	Recruit volunteers; provide assistance in developing their leadership skills.	Develop and enhance network of volunteers to extend program implementation efforts.	Expand network of volunteers and/or associated staff to extend program implementation efforts.
Participate in budget and program management; compile year end data for reporting requirements.	Participate in budget and program management and development; prepare year end data for reporting requirements.	Develop and align budget; identify funding opportunities.	Oversee budget and program management; seek additional funding opportunities.

**JOB FACTOR PROFILE TABLE**

<b>FACTOR PROFILE</b>	<b>10363 EXTENSION SUPPORT SPECIALIST I, BAND E</b>	<b>10364 EXTENSION SUPPORT SPECIALIST II, BAND F</b>	<b>10365 EXTENSION SUPPORT SPECIALIST III, BAND G</b>	<b>10366 EXTENSION SUPPORT SPECIALIST IV, BAND H</b>
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree and 2 to 4 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination	Master's degree and 5 to 7 years relevant experience or equivalent combination
<b>IMPACT</b>	Limited impact	Moderate impact	Moderate impact	Substantial impact
<b>CONTACTS - INSIDE</b>	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Assists others Cooperation of task completion
<b>CONTACTS - OUTSIDE</b>	Provide information that exists within pre-established documents or programs	Provide information that exists within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others
<b>CONTACTS - STUDENTS</b>	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction	Occasional contact dealing with confidential information	Occasional contact dealing with confidential information

<b>FACTOR PROFILE</b>	<b>10363 EXTENSION SUPPORT SPECIALIST I, BAND E</b>	<b>10364 EXTENSION SUPPORT SPECIALIST II, BAND F</b>	<b>10365 EXTENSION SUPPORT SPECIALIST III, BAND G</b>	<b>10366 EXTENSION SUPPORT SPECIALIST IV, BAND H</b>
<b>SUPERVISION</b>	None given	Occasional guidance to others who do similar work	Provide on-the-job training, guidance, advice and counsel to other employees in the group and others in a similar position	Provide on-the-job training, guidance, advice and counsel to other employees in the group and others in a similar position
<b>COMPLEXITY</b>	Frequently adapt, combine or make improvements in an existing service, product, process or program Work requires reasoning skills and judgment	Frequently adapt, combine or make improvements in an existing service, product, process or program Work requires reasoning skills and judgment	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs Work requires sophisticated reasoning skills
<b>LEVEL OF DECISION MAKING</b>	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
<b>FREEDOM OF ACTION</b>	Directly affect multiple functional areas Limited effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees	Directly affect an entire dept Moderate effect on students and employees	Directly affect an entire dept Moderate effect on students and employees
<b>EFFECT OF DECISION MAKING</b>	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice
<b>WORKING CONDITIONS</b>	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear is required in some aspects of work	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear is required in some aspects of work	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear is required in some aspects of work	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants; chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear is required in some aspects of work