

Job Family: **External Relations 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

| External Relations Officer III INDIVIDUAL CONTRIBUTOR | External Relations Officer IV INDIVIDUAL CONTRIBUTOR | External Relations Officer V INDIVIDUAL CONTRIBUTOR | External Relations Officer VI MANAGEMENT |
|---|---|---|--|
| Participates in the development and implementation of short and long-term strategies to create and nurture external relationships with current and potential partners. | Develops external relations strategies to increase relationships with external partners. Collaborates with colleges or unit leadership. Leads collaborations with internal partners to establish and/or grow relationships with external partners. | Develops and implements external relations strategy and operations; Collaborates with external agencies. | Plans, directs and advises on all matters relating to external strategic partnerships. |
| Provides strategic research and analysis to explore opportunities with new partners. | Identifies, cultivates, and stewards partnership opportunities for priority programs and projects. | Identifies, cultivates, and stewards partnership opportunities for priority programs and projects. Monitor and advise on economic development issues. | Actively establishes and leads strategies for long-term partnerships with external constituents for immediate and long-term goals. |
| Participate in the development of outreach and engagement strategies to connect the mission, goals, priorities and accomplishments to both internal and external audiences. | Develop outreach and engagement strategies to connect the mission, goals, priorities and accomplishments to both internal and external audiences. | Develop and implement outreach and engagement; may include elected officials and other stakeholders. Strategic outreach with key partners to create value-added opportunities that benefit the college's students, faculty, alumni, external collaborators, and society at large. | Direct and oversee outreach and engagement strategies for external stakeholders. |
| Engages in the development and submission of grant proposals. | Collaborates with faculty, associate dean(s), and dean(s) on the development and submission of proposals. | Collaborates with faculty, associate dean(s), and dean(s) on the development and submission of proposals. | Develops proposals for priorities. Advises other directors on proposals as needed. |

| External Relations Officer III INDIVIDUAL CONTRIBUTOR | External Relations Officer IV INDIVIDUAL CONTRIBUTOR | External Relations Officer V INDIVIDUAL CONTRIBUTOR | External Relations Officer VI MANAGEMENT |
|--|---|--|--|
| | May provide daily direction to staff. | May supervise staff; conduct performance management, performance dialogues, provide ongoing coaching and counseling and growth and professional development opportunities. | Lead and direct staff; conduct performance management, performance dialogues, provide ongoing coaching and counseling and growth and professional development opportunities. |

JOB FACTOR PROFILE TABLE

| FACTOR PROFILE | 12305 EXTERNAL RELATIONS OFFICER III, BAND F | 12306 EXTERNAL RELATIONS OFFICER IV, BAND G | 12300 EXTERNAL RELATIONS OFFICER V, BAND H | 12307 EXTERNAL RELATIONS OFFICER V, BAND VI |
|---|---|---|---|---|
| MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY | 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 | Master’s degree and 7 to 10 years relevant experience or equivalent combination |
| IMPACT | Moderate impact | Substantial impact | Substantial impact | Significant impact |
| CONTACTS - INSIDE | Assists others Cooperation of task completion | Assists others Cooperation of task completion | Persuade others to take particular course of action. Coordinate major activities | Persuade others to take particular course of action. Coordinate major activities |
| CONTACTS - OUTSIDE | Providing/receive guidance, advice or information that must be analyzed and developed by the position | Providing/receive guidance, advice or information that must be analyzed and developed by the position | Develop and make presentations and negotiate with others | Develop and make presentations and negotiate with others |
| CONTACTS - STUDENTS | Occasional contact to provide information and instruction | Occasional contact to provide information and instruction | Occasional contact to provide information and instruction | Occasional contact to provide information and instruction |

| FACTOR PROFILE | 12305 EXTERNAL RELATIONS OFFICER III, BAND F | 12306 EXTERNAL RELATIONS OFFICER IV, BAND G | 12300 EXTERNAL RELATIONS OFFICER V, BAND H | 12307 EXTERNAL RELATIONS OFFICER V, BAND VI |
|----------------------------------|---|---|--|--|
| SUPERVISION | Day-to-day supervision to employees within the department | Day-to-day supervision to employees within the department | Provide supervisory direction to other supervisors | Provide supervisory direction to other managers |
| COMPLEXITY | Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes; work requires reasoning skills and judgment | Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes; work requires reasoning skills and judgment | Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes; work requires sophisticated reasoning skills | Continually required to develop new innovative solutions, services, products, processes, & programs; work requires conceptual and imaginative thinking in a highly complex and uncharted environment |
| LEVEL OF DECISION MAKING | Assist in and influence decisions concerning policy-setting, research, planning or students | Assist in and influence decisions concerning policy-setting, research, planning or students | Assist in and influence decisions concerning policy-setting, research, planning or students | Responsible for making decisions regarding policy-setting, research, planning, or students |
| EFFECT OF DECISION MAKING | Directly affect multiple functional areas Limited effect on students and employees | Directly affect several department within a college Significant effect on students and employees | Directly affect several department within a college Significant effect on students and employees | Directly affect entire college or school administrative unit Critical effect on students and employees |
| FREEDOM OF ACTION | 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 | Little direct supervision Considerable latitude for exercising judgment and self-direction | Little direct supervision Considerable latitude for exercising judgment and self-direction |
| WORKING CONDITIONS | Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required. | Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required. | Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required. | Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required. |