



Administration Job Family: **TEC 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

TEC Specialist INDIVIDUAL CONTRIBUTOR	TEC Manager INDIVIDUAL CONTRIBUTOR	TEC Professional INDIVIDUAL CONTRIBUTOR	TEC Director MANAGEMENT	Senior Director CTL MANAGEMENT
Responds to non-routine inquiries, contact includes individuals inside and outside the University on confidential matters	Independently contact and discuss opportunities with interested parties internal and external to the University.	Develop and maintain effective relationships with University faculty and external partners	Make appropriate and timely contacts to support University investment	
Analyzes complex data and records key information in complex data management systems	Manage development of database and oversee input to ensure accuracy	Participate in the development and maintenance of Management Information Systems; develop & manage policies and procedures for relational databases	Oversee maintenance of searchable database ensuring accuracy and appropriateness of data	
Independently researches technology market to develop appropriate strategies	Plan, organize & execute marketing campaigns and meetings/ programs & events; research & develop marketing materials and contacts	Conduct and analyze market research	Execute searches and analysis	Responsible for marketing and licensing intellectual property to commercial entities for the purpose of developing Cornell technologies including but not limited to drug discoveries, biomedical and other life science technologies, new materials, engineering innovations, information technologies, plant varieties.
Develops materials and assists with implementation of design plans				

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Works collaboratively with other groups to confirm best practices				Manage the University's intellectual property to maximize its transfer into commercial products using best business practices given institutional licensing resources and consideration of potential revenue to the University.
Drafts initial agreements of various complexity and confidentiality; format/prepares complex documents.		Direct activities for the development, compilation and presentation of data		
Provide periodic reports as requested	Independently evaluate data to determine appropriate next steps.	Design, prepare and present reports	Ensure appropriate documentation is prepared. Negotiate terms	Responsible for obtaining legal protection of the University's intellectual property
Develop cost estimate data				
	Provide high level support to existing programs encouraging collaboration. Work to increase participation and ensure programs are cutting edge			
	Advance & promote the goals, mission and reputation of the department and the University.			Responsible for developing Cornell technologies and other intellectual property into successful products and services, thus supporting the University mission to transfer Cornell's technology for public good, and to fuel economic development, regionally and beyond.
	Provide oversight for Intern program.		Provide guidance & direction to staff	
		Participate in professional/trade associations/serve on University wide committees	Serve on University committees, representing department	
		Assist in the development and facilitation of institutional planning processes		

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		Establish, coordinate and communicate policies and procedures		
			Implement technology transfer	
			Evaluate inventions for commercial potential, prepare, search & develop basis for discussions	
			Provide informal advice and guidance to faculty, staff and students	
				Manages finance, budget planning and HR; oversees facilities and safety.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11349 TEC SPECIALIST, BAND E	11350 TEC MANAGER, BAND F	11351 TEC PROFESSIONAL, BAND G	11352 TEC DIRECTOR, BAND H	10268 SENIOR DIRECTOR CTL, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate’s degree; more than 2 years but less than 4 years experience or equivalent combination	Bachelor’s degree; more than 3 year and less than 5 years exp	Master’s degree; more than 3 years and less than 5 years exp	Master’s degree; more than 5 years and less than 7 years exp	Ph.D., Ed.D., J.D., or L.L.B. or equivalent; 7 but less than 10 years of experience or equivalent
IMPACT	Moderate impact	Substantial impact	Substantial impact	Significant 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 activities	High-level interaction Involved in diverse and highly sensitive or confidential activities	High-level interaction Involved in diverse and highly sensitive or confidential activities
CONTACTS - OUTSIDE	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentation and negotiate with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Limited contact	Occasional contact

FACTOR PROFILE	11349 TEC SPECIALIST, BAND E	11350 TEC MANAGER, BAND F	11351 TEC PROFESSIONAL, BAND G	11352 TEC DIRECTOR, BAND H	10268 SENIOR DIRECTOR CTL, BAND I
SUPERVISION	Responsible for providing occasional guidance on work methods or procedures to employees who do similar work	Responsible for providing occasional guidance on work methods or procedures to employees who do similar work	Day-to-day supervision to employees within the dept	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors
COMPLEXITY	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 innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Occasionally required to develop new innovative solutions, services, products, processes, & programs. 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 unchartered environment	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment
LEVEL OF DECISION MAKING	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making	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 making decisions regarding policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students
FREEDOM OF ACTION	General supervision Some interpretation of established policies and procedures 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	Little direct supervision Considerable latitude for exercising judgment and self-direction
EFFECT OF DECISION MAKING	Directly effects entire department Moderate effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly affect several dept within a college, school or administrative unit Significant effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees
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	Normal working conditions, including no or limited exposure to hazardous conditions/materials /equipment. Safety gear may sometimes be required