



Administration Job Family: **Executive Staff Assistant 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

Executive Staff Assistant II INDIVIDUAL CONTRIBUTOR	Executive Staff Assistant III INDIVIDUAL CONTRIBUTOR	Executive Staff Assistant IV INDIVIDUAL CONTRIBUTOR
Provide executive support to Dean/Vice President on daily administrative activities of the office, may provide oversight to small support staff and/or students; assess situations and assist in determining appropriate actions.	Provide executive support multiple Deans/Vice Presidents or President/Provost office on administrative activities of the office; assess situations and recommend appropriate actions; supervise, train and evaluate one or more office support staff.	Manage and lead support staff of President/Provost office; assess situations and recommend appropriate actions; supervise, train and evaluate one or more office support staff.
On behalf of the Dean/Vice President, respond to inquiries; advise on policies and procedures; act as liaison on highly confidential matters for staff and outside constituents'; act as representative on issues developing within the college/unit community by facilitating communication and collaboration.	On behalf of the Deans/Vice Presidents or President/Provost, respond to inquiries; advise on policies and procedures; act as liaison on highly confidential matters for staff and outside constituents'; act as representative on issues developing within the college/unit community; advise supervisor on potential problems and recommend action plans as appropriate.	On behalf of the President/Provost, respond to inquiries; advise on policies and procedures; act as liaison on highly confidential matters for staff and outside constituents'; oversee, coordinate or act as liaison to other operating units reporting to the senior executive officer; advise supervisor on potential problems and recommend action plans as appropriate.
Prioritize, manage and influence complex schedules, travel, interactions between executives and social events using judgement and discretion to adjust as necessary; prepare travel schedule, itinerary and appointment contacts.	Prioritize, manage and influence very complex and multiple schedules travel, interactions between executives and social events using judgement and discretion to adjust as necessary; prepare travel schedule, itinerary and appointment contacts.	Prioritize, manage and influence very complex and multiple schedules, travel, interactions between executives and social events using judgement and discretion to adjust as necessary; prepare travel schedule, itinerary and appointment contacts.
Anticipate and plan meeting materials, gather appropriate background information from across functional areas and apprise Dean/Vice President of issues prior to meeting.	May act on behalf of executive and/or develop and plan meeting materials, gather appropriate background information from across cross functional areas and apprise Dean/Vice President of issues prior to meeting; may recommend solutions.	Act as an advisor to President/Provost; initiate meetings and materials preparation; brief executive on meeting content and potential issues and concerns; recommends solutions.

Executive Staff Assistant II INDIVIDUAL CONTRIBUTOR	Executive Staff Assistant III INDIVIDUAL CONTRIBUTOR	Executive Staff Assistant IV INDIVIDUAL CONTRIBUTOR
Conduct research, compile data and prepare confidential/ sensitive reports, materials and may outline speeches for consideration and presentation by executives and committees.	Conduct research, prepare and occasionally write highly sensitive reports and materials for publication or implementation by the executive officer/dean and outline speeches for consideration and presentation by executives and committees.	Conduct research, prepare and write highly sensitive reports and materials for publication or implementation by the executive officer/dean and outline speeches for consideration and presentation by executives, committees and board of directors.
Draft presentations for Dean/Vice Presidents and Advisory Boards, including research relevant topics, practices, precedents and policies and recommend and implement action plans.	Develop, write and organize presentations for Dean/Vice Presidents or President/Provost and Advisory Boards, including research relevant topics, practices, precedents and policies and recommend and implement action plans.	Develop, write and manage presentations for President/Provost and Board of Trustees, oversee the implementation of the action plans.
Manage the execution and logistics of specialized events; oversee and develop programs/projects, marketing materials, program materials, troubleshoot complex issues, etc.; facilitate and maintain project timelines and critical deadlines.	Oversee highly visible special events and programs; oversee and develop programs/projects, marketing materials, program materials, troubleshoot complex issues, etc.; develop and facilitate project timelines and critical deadlines.	Plan programs and public functions, trustee events, special VIP occasions/visits and celebrations; develop and oversee project timelines and critical deadlines.
Recommend improvements to organizational operating policies and procedures for review; monitor compliance of a department or college with University/ department/college policies; provide consultation and interpretation.	Develop organizational operating policies and procedures for review; monitor compliance of a department or college with University/department/college policies; provide consultation and interpretation.	Develop and analyze organizational operating policies and procedures for review by executive staff; oversee execution of organizational or program policies.
Meet with individuals and others on behalf of executives and committees.	Meet with individuals, special interest groups and others on behalf of executives, committees and board of directors.	Meet with individuals, special interest groups and others on behalf of executives, committees and board of directors.
May assist committees with tenure and promotion processes.	May coordinate faculty procedures for tenure and promotion.	May oversee faculty procedures for tenure and promotion.
May assist in planning budgets; responsible for preparing, controlling, justifying, analyzing, interpreting budget.	May plan budgets; responsible for controlling, justifying, analyzing, interpreting budget.	Plan budgets; responsible for controlling, justifying, analyzing, interpreting budget.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10348 EXECUTIVE STAFF ASSISTANT II, BAND E	10349 EXECUTIVE STAFF ASSISTANT III, BAND F	10350 EXECUTIVE STAFF ASSISTANT IV, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree; more than 2 but less than 4 years experience or equivalent combination	Associate's degree; more than 5 but less than 7 years experience or equivalent combination	Associate's degree; more than 7 but less than 10 years experience or equivalent combination
IMPACT	Moderate impact	Substantial impact	Significant impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Provide guidance to others Coordinate activities	Persuade others to take particular course of action Coordinate activities
CONTACTS - OUTSIDE	Provide information within pre-established documents or programs	Provide information within pre-established documents or programs	Provide information within pre-established documents or programs
CONTACTS - STUDENTS	Occasional contact to provide information and instruction	Occasional contact dealing with confidential information	Occasional contact dealing with highly sensitive matters

FACTOR PROFILE	10348 EXECUTIVE STAFF ASSISTANT II, BAND E	10349 EXECUTIVE STAFF ASSISTANT III, BAND F	10350 EXECUTIVE STAFF ASSISTANT IV, BAND G
SUPERVISION	On-the-job training, guidance, advice and counsel other employees in the group and to same positions performing similar work	Day-to-day supervision to employees within the dept	Provide guidance, counsel and information to employees throughout the University in specific support areas
COMPLEXITY	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	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment
LEVEL OF 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 assisting in and influencing decisions concerning 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
EFFECT OF DECISION MAKING	Directly affect a functional area Minimal effect on students and employees	Directly affect a functional area Minimal effect on students and employees	Directly affect several dept within a college, school or administrative unit Significant 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