



Administration Job Family: **University Counsel 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

Assistant University Counsel INDIVIDUAL CONTRIBUTOR	Associate University Counsel INDIVIDUAL CONTRIBUTOR	Senior Associate University Counsel INDIVIDUAL CONTRIBUTOR	Deputy University Counsel INDIVIDUAL CONTRIBUTOR
Draft pleadings, motion papers and legal memoranda.	Review complex legal documents of substantial importance; prepare court papers and contracts.	Review complex legal documents of substantial importance; prepare court papers and contracts.	Oversee the review of complex, specialized legal documents; prepare court papers and contacts.
Assist with appearances on behalf of the University in courts and administrative agencies.	Conduct litigation in state of federal courts and administrative agencies.	Conduct litigation in state of federal courts and administrative agencies.	Conduct litigation in state of federal courts and administrative agencies.
Provide extensive research and drafting of legal documents, memoranda and opinions on a broad range of corporate legal matters and client advisement.	Conduct legal research; write memoranda or opinions advising clients based on the research.	Conduct legal research; write memoranda or opinions advising clients based on the research.	Conduct legal research; write memoranda or opinions advising clients based on the research.
With guidance by associate and senior counsel, provide direct advice and/or guidance to a wide variety of University officers and administrators to promote compliance with legal requirements.	Provide legal advice to a wide variety of University officers and administrators to promote compliance with legal requirements.	Provide legal advice to a wide variety of University officers and administrators to promote compliance with legal requirements.	Provide legal advice to a wide variety of University officers and administrators to promote compliance with legal requirements.
Develop and make presentations and negotiate with outside University contacts as assigned, includes opposing counsel, court and other governmental staff, agencies and providers of legal services.	Attend meetings and hearings representing the University's position before municipalities or state agencies.	Attend meetings and hearings representing the University's position before municipalities or state agencies.	Attend meetings and hearings representing the University's position before municipalities or state agencies.

Assistant University Counsel INDIVIDUAL CONTRIBUTOR	Associate University Counsel INDIVIDUAL CONTRIBUTOR	Senior Associate University Counsel INDIVIDUAL CONTRIBUTOR	Deputy University Counsel INDIVIDUAL CONTRIBUTOR
Direct and oversee research and drafting of law students' assignments as assigned.			
Direct assignments to administrative assistants and paralegals.	Supervise and direct law clerks and support staff.	Supervise and direct law clerks and support staff.	Assign and oversee the legal work of the office. Supervise and direct law clerks and support staff.
	Participate in the development of University policies.	Participate in the development of University policies.	Participate in the development of University policies.
		May assist University Counsel with research and opinions on critical legal matters affecting the institution.	Assist University Counsel with research and opinions on critical legal matters affecting the institution.
	May supervise retained outside counsel hired to represent the University.	May supervise retained outside counsel hired to represent the University.	Supervise retained outside counsel hired to represent the University.
			Oversee development of office budget/annual report.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10091 ASSISTANT UNIVERSITY COUNSEL, BAND H	10070 ASSOCIATE UNIVERSITY COUNSEL, BAND I	11795 SENIOR ASSOCIATE UNIVERSITY COUNSEL, BAND I	10240 DEPUTY UNIVERSITY COUNSEL, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Ph.D., Ed.D., J.D., or L.L.B. or equivalent; greater than 2 years of experience or equivalent	Ph.D., Ed.D., J.D., or L.L.B. or equivalent; greater than 5 years of experience or equivalent	Ph.D., Ed.D., J.D., or L.L.B. or equivalent; greater than 10 years of experience or equivalent	Ph.D., Ed.D., J.D., or L.L.B. or equivalent; greater than 10 years of experience or equivalent
IMPACT	Significant impact	Significant impact	Significant impact	Significant impact
CONTACTS - INSIDE	May involve sensitive issues Coordinate major activities	May involve sensitive issues Coordinate major activities	May involve sensitive issues Coordinate major activities	May involve sensitive issues Coordinate major activities
CONTACTS - OUTSIDE	Develop and make presentation and negotiate with others	Develop and make presentation and negotiate with others	Develop and make presentation and negotiate with others	Develop and make presentation and negotiate with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Limited contact

FACTOR PROFILE	10091 ASSISTANT UNIVERSITY COUNSEL, BAND H	10070 ASSOCIATE UNIVERSITY COUNSEL, BAND I	11795 SENIOR ASSOCIATE UNIVERSITY COUNSEL, BAND I	10240 DEPUTY UNIVERSITY COUNSEL, BAND I
SUPERVISION	May provide day-to-day supervisory direction to employees within the department	May provide day-to-day supervisory direction to employees within the department	Provide day-to-day supervisory direction to employees within the department	Provide day-to-day supervisory direction to employees within the department
COMPLEXITY	Continually required to develop new, imaginative or innovative solutions, services, products, processes, or programs Work requires conceptual and imaginative thinking in a highly complex and uncharted environment	Continually required to develop new, imaginative or innovative solutions, services, products, processes, or programs Work requires conceptual and imaginative thinking in a highly complex and uncharted environment	Continually required to develop new, imaginative or innovative solutions, services, products, processes, or programs Work requires conceptual and imaginative thinking in a highly complex and uncharted environment	Continually required to develop new, imaginative or innovative solutions, services, products, processes, or programs Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
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	Responsible for assisting in and influencing decisions concerning policy setting, research, planning, or students
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
EFFECT OF DECISION MAKING	Directly affect more than one college, school or administrative unit	Directly affect more than one college, school or administrative unit	Directly affect more than one college, school or administrative unit	Directly affect more than one college, school or administrative unit
WORKING CONDITIONS	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment.	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment.	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment.	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment.