Finance, Budget & Planning Job Family: Real Estate 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.

**GENERIC JOB PROFILE SUMMARIES**

<table>
<thead>
<tr>
<th>PAY BAND: D (NEX)</th>
<th>PAY BAND: E (NEX)</th>
<th>PAY BAND: F</th>
<th>PAY BAND: G</th>
<th>PAY BAND: H</th>
<th>PAY BAND: I</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDIVIDUAL CONTRIBUTOR</td>
<td>INDIVIDUAL CONTRIBUTOR</td>
<td>INDIVIDUAL CONTRIBUTOR</td>
<td>MANAGEMENT</td>
<td>MANAGEMENT</td>
<td>MANAGEMENT</td>
</tr>
<tr>
<td>Real Estate Assistant - 10797</td>
<td>Real Estate Associate II - 11258</td>
<td>Real Estate Associate III - 11399</td>
<td>Manager Real Estate - 10627</td>
<td>Associate Director, Real Estate - 11353</td>
<td>Director Real Estate - 10276</td>
</tr>
</tbody>
</table>

- **Process transactions related to real estate closings.**
- **Assist customers in determining space needs and locating prospective space.**
- **May draft and negotiate office and commercial space leases.**
- **Oversee legal review of agreements.**
- **Assist Director by facilitating project teams, preparing presentations and marketing materials.**

- **Manage real estate closings.**
- **Lease office and commercial space for moderately complex brokerage arrangements.**
- **Negotiate and write office and commercial space leases and real estate dealings.**
- **Negotiate and resolve ownership and property assessment disputes.**

- **Manage and negotiate acquisition and disposition of real estate for complex property brokerage arrangements.**
- **Negotiate land and building leases.**
- **Negotiate land and building leases.**
- **Resolve highly visible disputes on behalf of department.**

- **Provide real estate planning.**
- **Acquire, sell, and lease real property for the University.**
- **Oversee and negotiate complex land and building leases.**
- **Organize marketing plans; contact prospective tenants.**

- **Manage and negotiate multiple complex land and building leases.**
<table>
<thead>
<tr>
<th>PAY BAND: D (NEX)</th>
<th>PAY BAND: E (NEX)</th>
<th>PAY BAND: F</th>
<th>PAY BAND: G</th>
<th>PAY BAND: H</th>
<th>PAY BAND: I</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDIVIDUAL CONTRIBUTOR</td>
<td>INDIVIDUAL CONTRIBUTOR</td>
<td>INDIVIDUAL CONTRIBUTOR</td>
<td>MANAGEMENT</td>
<td>MANAGEMENT</td>
<td>MANAGEMENT</td>
</tr>
<tr>
<td>Real Estate Assistant - 10797</td>
<td>Real Estate Associate II - 11258</td>
<td>Real Estate Associate III - 11399</td>
<td>Manager Real Estate - 10627</td>
<td>Associate Director, Real Estate - 11353</td>
<td>Director Real Estate - 10276</td>
</tr>
</tbody>
</table>

**PAY BAND: D (NEX) INDIVIDUAL CONTRIBUTOR Real Estate Assistant - 10797**

Provide administrative functions for the Director by gathering, analyzing and making recommendations for real estate transactions.

**PAY BAND: E (NEX) INDIVIDUAL CONTRIBUTOR Real Estate Associate II - 11258**

Research and analyze information.

**PAY BAND: F INDIVIDUAL CONTRIBUTOR Real Estate Associate III - 11399**

Gather, analyze and prepare real estate data and reports for senior management.

**PAY BAND: G MANAGEMENT Manager Real Estate - 10627**

Prepare capital budget reports for department.

**PAY BAND: H MANAGEMENT Associate Director, Real Estate - 11353**

Develop and maintain department reports and reporting systems.

**PAY BAND: I MANAGEMENT Director Real Estate - 10276**

Advise the University administration and departments on real property matters.

---

**Provide administrative functions for the Director by gathering, analyzing and making recommendations for real estate transactions.**

**Research and analyze information.**

**Gather, analyze and prepare real estate data and reports for senior management.**

**Prepare capital budget reports for department.**

**Develop and maintain department reports and reporting systems.**

**Advise the University administration and departments on real property matters.**

---

**PAY BAND: G MANAGEMENT Manager Real Estate - 10627**

**Prepare capital budget reports for department.**

**Develop and maintain department reports and reporting systems.**

---

**PAY BAND: H MANAGEMENT Associate Director, Real Estate - 11353**

**Develop and promote Cornell Business and Technology Park.**

**Foster internal and external relationships ensuring cohesiveness among all involved parties. Represent department on University and Community Committees.**

**Manage academic real estate.**

**Manage and oversee academic real estate and real estate transactions.**

---

**PAY BAND: I MANAGEMENT Director Real Estate - 10276**

**Advise the University administration and departments on real property matters.**

---

**PAY BAND: D (NEX) INDIVIDUAL CONTRIBUTOR Real Estate Assistant - 10797**

**Administer oil, gas and mineral holdings for the university; including property inventories and drafting agreements, oversight of transaction processing.**

**Manager oil, gas and mineral holdings for the university; includes property inventories, negotiation, writing agreements, overseeing royalty accounts, budgets and forecasts, and investment valuations.**

---

**PAY BAND: I MANAGEMENT Director Real Estate - 10276**

**Provide supervision and training to the department.**

---

**PAY BAND: H MANAGEMENT Associate Director, Real Estate - 11353**

**Manage and oversee academic real estate and real estate transactions.**

---

**PAY BAND: F INDIVIDUAL CONTRIBUTOR Real Estate Associate III - 11399**

**Act as primary liaison to internal and external clients in relation to subject matter expertise. Represent department on University and Community Committees.**

**Business manager for the department in the areas of finance, budget, facilities, property tax assessments, administrative, and/or technical support.**

**Administer oil, gas and mineral holdings for the university; including property inventories and drafting agreements, oversight of transaction processing.**

---

**PAY BAND: G MANAGEMENT Manager Real Estate - 10627**

**Business manager for the department in the areas of finance, budget, facilities, property tax assessments, administrative, and/or technical support.**

**Manage several departments, staying abreast of activities throughout the areas of finance, budget, facilities, and property tax assessments.**

**Provide supervision and training to the department.**

---

**PAY BAND: H MANAGEMENT Associate Director, Real Estate - 11353**

**Business manager for the department in the areas of finance, budget, facilities, property tax assessments, administrative, and/or technical support.**

**Manage several departments, staying abreast of activities throughout the areas of finance, budget, facilities, and property tax assessments.**

**Provide supervision and training to the department.**

---

**PAY BAND: I MANAGEMENT Director Real Estate - 10276**

**Business manager for the department in the areas of finance, budget, facilities, property tax assessments, administrative, and/or technical support.**

**Manage several departments, staying abreast of activities throughout the areas of finance, budget, facilities, and property tax assessments.**

**Provide supervision and training to the department.**
<table>
<thead>
<tr>
<th>PAY BAND: D (NEX)</th>
<th>PAY BAND: E (NEX)</th>
<th>PAY BAND: F</th>
<th>PAY BAND: G</th>
<th>PAY BAND: H</th>
<th>PAY BAND: I</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDIVIDUAL CONTRIBUTOR</td>
<td>INDIVIDUAL CONTRIBUTOR</td>
<td>INDIVIDUAL CONTRIBUTOR</td>
<td>MANAGEMENT</td>
<td>MANAGEMENT</td>
<td>MANAGEMENT</td>
</tr>
<tr>
<td>Real Estate Assistant - 10797</td>
<td>Real Estate Associate II - 11258</td>
<td>Real Estate Associate III - 11389</td>
<td>Manager Real Estate - 10627</td>
<td>Associate Director, Real Estate - 11353</td>
<td>Director Real Estate - 10276</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assist in department audit process.</th>
<th>Oversee and conduct department audit process.</th>
<th>Resolve incidents of non-compliance with University policies.</th>
<th>Resolve incidents of non-compliance with University policies.</th>
<th>Reporting of university property investment income, budget plan forecasts, real estate debt service, and tax payments for all Cornell real estate.</th>
<th>Ensure accuracy of taxable property and assessment values by negotiating changes with assessors throughout the country where Cornell property is located.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage moderately complex projects from site planning through building process including negotiation of terms for various projects (i.e. telecommunication space licenses.)</td>
<td>Manage complex projects from site planning through building process including negotiation of terms for various high profile projects.</td>
<td></td>
<td></td>
<td></td>
<td>Develop real estate projects.</td>
</tr>
<tr>
<td>Program manager for new, Employee Mortgage Assistance program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Prepare and implement presentations to prospective tenants.</td>
</tr>
<tr>
<td>FACTOR PROFILE</td>
<td>REAL ESTATE ASSISTANT</td>
<td>REAL ESTATE ASSOCIATE II</td>
<td>REAL ESTATE ASSOCIATE III</td>
<td>MANAGER REAL ESTATE</td>
<td>ASSOCIATE DIRECTOR, REAL ESTATE</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------</td>
<td>--------------------------</td>
<td>---------------------------</td>
<td>---------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</td>
<td>Associate’s degree; technical/ vocational school degree or equiv; 2 but less than 3 years of exp or equiv</td>
<td>Associate’s degree; technical/ vocational school degree or equiv; 4 but less than 6 years of exp or equiv</td>
<td>Bachelor’s degree or equiv; more than 2 years but less than 3 years or equivalent of experience</td>
<td>Bachelor’s degree or equivalent; 3 but less than 5 years of experience or equivalent</td>
<td>Bachelor’s degree or equivalent; 7 but less than 10 years of experience or equivalent</td>
</tr>
<tr>
<td>IMPACT</td>
<td>Limited impact</td>
<td>Moderate impact</td>
<td>Moderate impact</td>
<td>Substantial impact</td>
<td>Substantial impact</td>
</tr>
<tr>
<td>CONTACTS - INSIDE</td>
<td>Assist others Cooperation for the completion of tasks</td>
<td>Assist others Cooperation for the completion of tasks</td>
<td>Provide guidance to others Coordinate activities</td>
<td>Coordinate major activities May involve sensitive situations</td>
<td>Coordinate major activities May involve sensitive situations</td>
</tr>
<tr>
<td>CONTACTS - OUTSIDE</td>
<td>Provide information that exists within pre-established documents and or programs</td>
<td>Provide information that exists within pre-established documents and or programs</td>
<td>Provide and/or receiving guidance, advice or information that must be analyzed and developed by the position</td>
<td>Developing and making presentations and negotiating with others</td>
<td>Developing and making presentations and negotiating with others</td>
</tr>
<tr>
<td>CONTACTS - STUDENTS</td>
<td>Limited contact</td>
<td>Limited contact</td>
<td>Limited contact</td>
<td>Occasional contact</td>
<td>Occasional</td>
</tr>
<tr>
<td>FACTOR PROFILE</td>
<td>REAL ESTATE ASSISTANT</td>
<td>REAL ESTATE ASSOCIATE II</td>
<td>REAL ESTATE ASSOCIATE III</td>
<td>MANAGER REAL ESTATE</td>
<td>ASSOCIATE DIRECTOR, REAL ESTATE</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------</td>
<td>-------------------------</td>
<td>--------------------------</td>
<td>---------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>SUPERVISION</td>
<td>None given</td>
<td>Provide occasional guidance on work methods or procedures</td>
<td>Responsible for providing guidance, counsel and information to employees throughout the University in specific support areas</td>
<td>Provide day-to-day supervisory direction to employees within the department</td>
<td>Provide day-to-day supervisory direction to employees within the department</td>
</tr>
<tr>
<td>COMPLEXITY</td>
<td>Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires sophisticated reasoning skills</td>
<td>Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires sophisticated reasoning skills</td>
<td>Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires sophisticated reasoning skills</td>
<td>Occasionally 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</td>
<td>Continually required to develop new, imaginative or innovative solutions, services, products, or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment</td>
</tr>
<tr>
<td>LEVEL OF DECISION MAKING</td>
<td>Responsible for making decisions about work within prescribed limits, and/or providing input to others for decision-making</td>
<td>Responsible for assisting in and influencing decisions concerning policy setting, research planning or students</td>
<td>Responsible for making decisions about work within prescribed limits, and/or providing input to others for decision-making</td>
<td>Responsible for assisting in and influencing decisions concerning policy setting, research planning or students</td>
<td>Responsible for assisting in and influencing decisions concerning policy setting, research planning or students</td>
</tr>
<tr>
<td>EFFECT OF DECISION MAKING</td>
<td>Directly affect multiple functional areas Limited effect on students and employees</td>
<td>Directly affect multiple functional areas Limited effect on students and employees</td>
<td>Directly affect multiple functional areas Limited effect on students and employees</td>
<td>Directly affect multiple functional areas Limited effect on students and employees</td>
<td>Directly affect several departments within a college, school or administrative unit Significant effect on students or employees</td>
</tr>
<tr>
<td>FREEDOM OF ACTION</td>
<td>General supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices</td>
<td>General supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices</td>
<td>Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices</td>
<td>Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices</td>
<td>Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices</td>
</tr>
<tr>
<td>FACTOR PROFILE</td>
<td>REAL ESTATE ASSISTANT</td>
<td>REAL ESTATE ASSOCIATE II</td>
<td>REAL ESTATE ASSOCIATE III</td>
<td>MANAGER REAL ESTATE</td>
<td>ASSOCIATE DIRECTOR, REAL ESTATE</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------</td>
<td>--------------------------</td>
<td>---------------------------</td>
<td>---------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>WORKING CONDITIONS</td>
<td>Normal working conditions</td>
<td>Normal working conditions</td>
<td>Normal working conditions</td>
<td>Normal working conditions</td>
<td>Normal working conditions</td>
</tr>
</tbody>
</table>