



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. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Real Estate Assistant INDIVIDUAL CONTRIBUTOR	Real Estate Associate II INDIVIDUAL CONTRIBUTOR	Real Estate Associate III INDIVIDUAL CONTRIBUTOR	Associate Director, Real Estate MANAGEMENT	Director Real Estate MANAGEMENT
Respond to routine and non-routine inquiries; serves as reference for Real Estate office.	Inspect and analyze properties; assist customers in determining space needs and locating prospective space.	Lease office and commercial space for moderately complex brokerage arrangements.	Provide department leadership for acquisitions, sales and leases of real property; research, analyze and recommend property for disposition and acquisition.	Direct University Real Estate Office to deliver strategic leadership; shape direction and implementation for University properties.
Create and maintain up-to-date property listings and assist with sales and property showings.	List, show and inspect university properties; maintain property listings on Multiple Listing Services	List, show, recommend and inspect university properties; maintain property listings on Multiple Listing Services	Locate, inspect, analyze and determine feasibility of property acquisition consistent with business and strategic plans; partner with colleges and departments to determine needs by advising on strategic initiatives and decisions.	Determine and approve acquisition consistent with business and strategic plans; develop new initiatives and concepts for property acquisition and revenue enhancing opportunities.
Assist in obtaining materials for real estate closings.	Obtain and review for accuracy contracts, appraisals, abstracts, surveys, tax reports and all documentation required for real estate closing.	Negotiate and complete broker arrangements; draft leases; recommend approvals and execute plans.	Manage leasing activities including: negotiate, prepare and approve agreements and execute approved plans, tenant relations and space design and construction.	Determine feasibility for real estate acquisitions consistent with business and strategic plans set forth by University Leadership.
	Serve as University representative at	Serve as University representative at		Determine strategic direction and

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	closings; coordinate funding and handling of proceeds and assist with required documentation.	closings; coordinate funding and handling of proceeds and ensure proper documentation.		implementation for real estate closing process.
May renew standard reoccurring leases	May draft and negotiate office and commercial space leases.	Responsible for writing and negotiating office and commercial space leases and real estate dealings.	Oversee and negotiate complex land and building leases.	Manage and negotiate multiple complex land and building leases.
Extract pertinent data from existing leases and other real estate documents	Assist drafting legal documents and oversee legal review of agreements; ensure internal and external approvals are obtained.	Negotiate and resolve ownership and property assessment disputes; oversee review and approval of agreements, construction projects.	In conjunction with University leadership and Community Groups resolve highly visible property disputes.	In conjunction with University leadership and Community Groups resolve highly visible property disputes.
Assist with gathering and coordination of audit documentation.	Assist with department audit process; identify incidents of non-compliance.	Conduct department audit; identify and recommend resolution for incidents of non-compliance.	Manage audit process; resolve incidents of non-compliance with University policies.	Direct and resolve highly visible incidents of non-compliance with University policies.
Coordinate mailings and marketing materials.	Assist with facilitation of project teams, prepare presentations and marketing plans/materials.	Facilitate project teams, prepare presentations and marketing plans/materials for prospective tenants.	Oversee advertising and marketing programs; promote the Cornell Business and Technology Park and prospective tenants.	Develop, plan and implement innovative marketing strategies for increased revenue to align with University objectives.
Process transactions, journal entries, deposits and payments.	May process transactions, journal entries, deposits and payments.	Oversee and approve of transactions, deposits and payments.	Responsible for oversight of all transactions; provide authorization for payments.	Develop and implement financial procedures, manage and control expenditures; direct short and long term projects and allocations.
Gather data and prepare routine reports.	Gather data and prepare reports and make recommendations.	Prepare and analyze reports including property investment income, budget plan forecasts, real estate debt service, and tax payments for all Cornell real estate.	Develop and maintain department reports and reporting systems; prepare capital budgets and forecast future costing models.	Develop and implement reporting; manage and control expenditures; direct short and long term projects and allocations.
		Ensure accuracy of taxable property and assessment values by negotiating changes with assessors throughout the country where Cornell property is located.		
	Serve as contact for outside brokers, utility companies, municipalities and others on	Act as primary liaison to internal and external clients, such as brokers, utilities	Foster and build strong internal and external relationships with tenants,	Direct and oversee internal and external partnership development with tenants,

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	easements and property encumbrances and transactions.	companies, municipalities, and others on easements and property encumbrances and transactions. Represent department on University and Community Committees.	neighborhood and community leaders, university leaders and faculty and prospects. Represent department on University and Community Committees.	neighborhood and community leaders, university leaders and faculty and prospects. Represent department on University and Community Committees.
	Assist with administration of property inventories and drafting agreements, oversight of transaction processing.	Manage property inventories, negotiation, writing agreements, oversee accounts, budgets and forecasts, and investment valuations.		
		Manage moderately complex projects from site planning through building process including negotiation of terms for various projects; may administer Employee Mortgage program.	Manage complex projects from site planning through building process including various high profile negotiation of terms, municipal approvals and project timelines and completion.	Develop strategic and operational real estate plans/projects to foster the development of campus and community with approved mater plan.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10797 REAL ESTATE ASSISTANT, BAND D	11258 REAL ESTATE ASSOCIATE II, BAND E NEX	11399 REAL ESTATE ASSOCIATE III, BAND F	11353 ASSOCIATE DIRECTOR, REAL ESTATE, BAND H	10276 DIRECTOR REAL ESTATE, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Trade/technical/ vocational school degree or equivalent; 2 but less than 4 years of experience or equivalent	Trade/technical/ vocational school degree or equivalent; 4 but less than 6 years of experience or equivalent	Bachelor's degree or equivalent; more than 2 years but less than 4 years or equivalent of experience	Bachelor's degree or equivalent; 7 but less than 10 years of experience or equivalent	Bachelor's degree or equivalent; more than 10 years of experience or equivalent
IMPACT	Limited impact	Moderate impact	Moderate impact	Substantial impact	Significant impact
CONTACTS - INSIDE	Assist others Cooperation for the completion of tasks	Assist others Cooperation for the completion of tasks	Provide guidance to others Coordinate activities	Coordinate major activities May involve sensitive situations	Coordinate major activities May involve sensitive situations
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents and or programs	Provide information that exists within pre-established documents and or programs	Provide and/or receiving guidance, advice or information that must be analyzed and developed by the position	Developing and making presentations and negotiating with others	Developing and making presentations and negotiating with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Occasional	Occasional contact

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SUPERVISION	None given	Provide occasional guidance on work methods or procedures	Responsible for providing guidance, counsel and information to employees throughout the University in specific support areas	Provide day-to-day supervisory direction to employees within the department	Provide supervisory direction to other managers
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires sophisticated reasoning skills	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires sophisticated reasoning skills	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	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
LEVEL OF DECISION MAKING	Responsible for making decisions about work 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 assisting in and influencing 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 multiple functional areas Limited effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees	Directly affect several departments within a college, school or administrative unit Significant effect on students or employees	Directly affect several departments within a college, school or administrative unit Significant effect on students or employees
FREEDOM OF ACTION	General supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	General supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direction
WORKING CONDITIONS	Normal working conditions	Normal working conditions	Normal working conditions	Normal working conditions	Normal working conditions