



## Health Job Family: **Campus Health Associate – Dir Campus Health Initiatives 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

Campus Health Associate I INDIVIDUAL CONTRIBUTOR	Campus Health Associate II INDIVIDUAL CONTRIBUTOR	Campus Health Associate III INDIVIDUAL CONTRIBUTOR	Manager Campus Health Initiatives MANAGEMENT	Director Campus Health Initiatives MANAGEMENT
Manage Institutional Review Board (IRB) process; conduct surveys, focus groups and interviews; assist analyzing student health survey research.	Analyze university-wide student health survey research to help identify and monitor student health-related patterns and effectiveness of prevention strategies.	Manage university-wide student health survey research, focus groups to identify and monitor student health-related patterns and evaluate the effectiveness of prevention strategies.	Guide and develop partnerships, programs and public health engagement activities to support student mental health.	Provide leadership and direction for the formation of the mission, vision, structure, institutional partnerships, programs, and public engagement activities of the University Health Initiatives.
Facilitate public health programs and workshops on a variety of health topics	Present mental health programs; create and develop educational materials to enhance training efforts (e.g., print and web-based).	Design mental health programs and curricula to meet the health need of specific populations; create and develop educational materials (e.g., print and web-based).	Oversee the development and enhance modes of sharing information (internally and externally), including developing communication strategies using social media/technology (e.g., video) in educating students and other stakeholder.	Organize, direct, and coordinate health education programs; formulate approach to broad based Mental Health promotion for Cornell community, including strategies to influence factors affecting the health and well-being of campus community.
Participate in the development of new programs and materials	Contribute to development and implementation of educational strategies and initiatives.	Lead development and implementation of educational strategies and initiatives to reduce student distress and increase resilience.	Manage Global and Public Health Science student applications and field placements. Coordinate Global and Public Health Science student applications and field placements.	Develop and implement educational strategies and initiatives to reduce student distress and increase resilience.

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Participate in disseminating research by publishing research findings in peer-reviewed journals, applying for national recognition awards and presenting at national conferences	Collaborate with others to assess and interpret program effectiveness; promote workshops and identify and recommend programmatic trends and new opportunities.	Develop program goals action plans, and evaluation measures; regularly review strategic priorities, oversee and assess program effectiveness, and recommend necessary program adjustments.	Assist with development of long-range program goals action plans, and evaluation measures; regularly review strategic priorities, assess program effectiveness, and recommend necessary program adjustments.	Develop long-range program goals action plans, ensure evaluation measures and programs meet strategic priorities, assess program effectiveness, and determine necessary program adjustments.
	Advocate and implement public health programmatic policies, procedures, and practices in support of the university's comprehensive mental health framework.	Advocate, recommend and implement programmatic policies, procedures, and practices in support of the university's comprehensive mental health framework.	Recommend, and implement programmatic policies, procedures, and practices in support of the university's comprehensive mental health framework.	Promotes compliance with policies, procedures, and practices in support of the university's comprehensive mental health framework.
Prepare research for reporting needs.	Assist with reporting needs.	Write annual reports and develop special reports as needed for stakeholders; manage development of the university's federally mandated biennial review of alcohol and other drug programs	Prepare annual reports and special reports as needed; oversee the submission of grant proposals	Develop and oversee annual reports and develop special reports as needed for compliance
	Coordinate and implement strategies; resolve concerns and problems referring complex issues to Sr. Program Manager.	Oversee prevention strategies both on and off campus; address and resolve complex concerns and problems related to student health and safety; respond to stakeholders' and program participants' concerns by developing relationships and collaboration with other areas.	Implement prevention strategies both on and off campus; address and resolve complex concerns and problems related to student health and safety; respond to stakeholders' and program participants' concerns by developing relationships and collaboration with other areas.	Develop prevention strategies both on and off campus; address and resolve complex concerns and problems related to student health and safety; respond to stakeholders' and program participants' concerns by developing relationships and collaboration with other areas.
	Provide crisis management	Consult with campus and community stakeholders (e.g., Suicide Prevention and Crisis Service) to understand and address needs, conduct outreach presentations, and represent the university on local community projects.	Cultivate and maintain collaborative relationships with campus, colleges and units, student leaders, alumni, and community members, to develop and incorporate public health approaches to student health and well-being.	Cultivate and maintain collaborative relationships with colleges and units across campus as well as student leaders, alumni, and community members, to develop and incorporate public health approaches to student health and well-being

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	Advise and serve as a resource and liaison to students, student organizations (e.g., Women’s Resource Center), staff, and faculty members (e.g., University Hearing Board).	Advise and serve as a resource and liaison to students, student organizations (e.g., Women’s Resource Center), staff, and faculty members (e.g., University Hearing Board).	Act as liaison for cross-departmental coordination of health and safety strategies and student organizations (e.g., Women’s Resource Center), staff, and faculty members (e.g., University Hearing Board).	Develop and foster cross-departmental coordination of health and safety strategies as chair of the university’s Behavioral Health Committee as well as participate in UHS, campus, and community boards and committees.
		Develop policies, procedures, and guidelines for the effective management of assigned health education programs; evaluate the effectiveness of policies, programs, and services provided. Assess needs based on research and program effectiveness.	Develop and manage the implementation of strategies, initiatives, University-wide research and procedures to foster environmental change on campus and promote protective factors and reduce risk factors among students.	Develop policies, procedures, and guidelines for effective management of the health education program; direct strategies, initiatives, and procedures to foster environmental change on campus and promote protective factors and reduce risk factors among students.
			Contribute to development of overall program budget and manage and oversee program budget	Develop and monitor the Health Education Service's budget; negotiate contracts with vendors and freelance professionals.
				Recruit, direct, and supervise staff in developing, implementing, coordinating, and evaluating preventive health education programs for students on topics related to substance use and abuse, prevention of HIV infection, AIDS, sexuality, etc

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		Partner with Dean of Students to proactively educate and address sexual harassment, sexual assault, and harmful, threatening or violent incidents; serve as Victim Advocate and/or coordinate Victim Advocacy Program	Partner with Director and Dean of Students to assist in institutional management of health-related crises; develop educational strategies for reducing the risk of hazing.	Develop, implement and advise senior administrators on policies and educational strategies related to mental health, alcohol and other drugs, hazing, sexual violence, and other health and safety concerns
	Collaborate with members of the Alcohol and Other Drugs (AOD) team; provide Brief Alcohol and Other Drug Screening and Intervention (BASIC) training and appropriate follow-up sessions.	Implement and recommend alcohol and substance prevention strategies; partner with BASICS team to Assess risk, identify potential changes and help reduce future risk and address Alcohol and other drugs (AOD) cases.	Evaluate alcohol and substance prevention strategies; partner with BASICS team to Assess risk, identify potential changes and help reduce future risk and address Alcohol and other drugs (AOD) cases.	Develop alcohol and substance prevention strategies; partner with BASICS team to Assess risk, identify potential changes and help reduce future risk and address Alcohol and other drugs (AOD) cases.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11863 CAMPUS HEALTH ASSOCIATE I, BAND E EX	10455 CAMPUS HEALTH ASSOCIATE II, BAND F	10456 CAMPUS HEALTH ASSOCIATE III, BAND G	11864 MANAGER CAMPUS HEALTH INITIATIVES, BAND G	11865 DIRECTOR CAMPUS HEALTH INITIATIVES, BAND H
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Associate's degree and 2 to 4 years relevant experience or equivalent combination.	Bachelor's degree and 2 to 4 years relevant experience or equivalent combination.	Master's degree and 2 to 4 years relevant experience or equivalent combination.	Master's degree and 3 to 5 years relevant experience or equivalent combination.	Master's degree and 5 to 7 years relevant experience or equivalent combination.
<b>IMPACT</b>	Moderate impact	Moderate impact	Substantial impact	Moderate impact	Substantial impact
<b>CONTACTS - INSIDE</b>	Provide guidance Coordinate activities	Assist others Cooperation for the completion of tasks	Provide guidance Coordinate activities	Persuade other to take a particular course of action Coordinate major activities	Persuade others to take particular course of action Coordinate major activities
<b>CONTACTS - OUTSIDE</b>	Providing information that exists within pre-established documents and or programs	Providing and/or receiving guidance, advice or information that must be analyzed and developed by the position	Providing and/or receiving guidance, advice or information that must be analyzed and developed by the position	Providing and/or receiving guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others
<b>CONTACTS - STUDENTS</b>	Occasional contact to provide information and instruction	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters	Occasional contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters

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<b>SUPERVISION</b>		Providing regular on-the-job training, guidance, advice and counsel to other employees in the group, and to positions performing essentially the same work or related technical tasks	Providing day-to-day supervisory direction to employees within the department	Providing day-to-day supervisory direction to employees within the department	Provide supervisory direction to other supervisors
<b>COMPLEXITY</b>	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 to services, products, processes or programs. Duties generally involve different and unrelated processes and methods. Work requires reasoning skills and judgment	Frequently adapt, combine, or make improvements to services, products, processes or programs. Duties generally involve different and unrelated processes and methods. Work requires reasoning skills and judgment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
<b>LEVEL OF DECISION MAKING</b>	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 assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning or students
<b>FREEDOM OF ACTION</b>	General Supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established work policies and procedures is required	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
<b>EFFECT OF DECISION MAKING</b>	Directly affect a functional area Minimal effect on students and employees	Directly affect multiple functional areas within a department Limited effect on students and employees	Directly affect several dept. within a college, school or administrative unit Significant effect on students and employees	Directly affect several dept. within a college, school or administrative unit Significant effect on students and employees	Directly affects several departments within a college, school or administrative unit Significant effect on students and employees

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<b>WORKING CONDITIONS</b>	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