



## Library/Museum Job Family: **Museum Associate 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

<b>Museum Associate I INDIVIDUAL CONTRIBUTOR</b>	<b>Museum Associate II INDIVIDUAL CONTRIBUTOR</b>
Serve as Coordinator for a major education program; develop, conduct, coordinate and evaluate museum programs developed for targeted audience.	Serve as Curator of Education; responsible for museum education programs and university programming.
Provide assistance with special departmental projects and special projects assigned by Museum Director or other Museum staff.	Organize and supervise the implementation of special projects upon request by the museum director.
Prepare and monitor budget for area of responsibility.	Prepare and monitor budget for department.
Provide instruction to university students.	Provide instruction to university students in Museum classroom setting.
Supervise staff and/or student interns as applicable.	Supervise department staff.
Assist with writing grant applications.	Write grant applications.
	Coordinate University faculty involvement and academic curricular programs at the Museum.
	Serve as liaison to the Museum Advisory Council.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10641 MUSEUM ASSOCIATE I, BAND F	10642 MUSEUM ASSOCIATE II, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	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
IMPACT	Moderate impact	Substantial impact
CONTACTS - INSIDE	Provide guidance Coordinate activities	Provide guidance Coordinate activities
CONTACTS - OUTSIDE	Develop and make presentations and negotiating with others	Develop and make presentations and negotiating with others
CONTACTS - STUDENTS	Occasional contact to provide information and instruction	Frequent contact

FACTOR PROFILE	10641 MUSEUM ASSOCIATE I, BAND F	10642 MUSEUM ASSOCIATE II, BAND G
<b>SUPERVISION</b>	On-the-job training, guidance, advice and counsel other employees in the group and to same positions performing similar work	Provide day-to-day supervisory direction to employees within the department
<b>COMPLEXITY</b>	Occasionally required to develop new, imaginative or innovative solutions, 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
<b>LEVEL OF DECISION MAKING</b>	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
<b>EFFECT OF DECISION MAKING</b>	Directly affects a functional area within a department Minimal effect on students and employees	Directly effects an entire department Moderate effect on students and employees
<b>FREEDOM OF ACTION</b>	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
<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.