



## Student Services Job Family: **Admissions 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

Admissions Associate I INDIVIDUAL CONTRIBUTOR	Admissions Associate II INDIVIDUAL CONTRIBUTOR	Admissions Associate III INDIVIDUAL CONTRIBUTOR	Admissions Associate IV INDIVIDUAL CONTRIBUTOR	Manager Admissions MANAGEMENT	Director Admissions MANAGEMENT	Senior Director Admissions MANAGEMENT
Counsel/ advise students, prospective students and parents on matters of admissions.	Counsel, advise, and may assist with recruitment, and/or select students and prospective students on matters of admissions.	Counsel, advise, and may recruit, and/or select students and prospective students on matters of admissions.	Counsel, advise, recruit, and/or select students and prospective students on matters of admissions.		Develop admissions/advising programs and manage advising in office.	Develop admissions/advising programs and manage advising in office.
Advise prospective and continuing students on how to apply for admission.	Counsel and advise prospective students on how to apply for admission; may respond to conflicts between applicants and school and suggest possible resolutions.	Counsel and advise prospective students on how to apply for admission; may respond to conflicts between applicants and school and suggest possible resolutions.				
	Assist in the development of public presentations designed to promote the Institution.	Develop public presentations designed to promote the Institution.	Oversee and approve public presentations designed to promote the Institution.	Develop and oversee public presentations designed to promote the Institution.	Oversee, develop and perform public presentations designed to promote the Institution.	Evaluate and make suggestions for improvements in public presentations designed to promote the Institution.

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				Evaluate and assist in developing systems and reports to support enrollment management in concert with IT.	Evaluate, develop and implement systems and reports to support enrollment management in concert with IT.	Lead the evaluation, development and implementation of systems and reports to support enrollment management in concert with IT.
Travel to represent the University as a recruiter, as a liaison with alumni or employers, at conferences or other related activities.	Travel and make presentations about the school to audiences around the country; interface with relevant advisors and serve as school ambassador to outside groups.	Travel and make presentations about the school to audiences around the country; interface with relevant advisors and serve as school ambassador to outside groups.	Travel and make presentations about the school to audiences around the country; interface with relevant advisors and serve as school ambassador to outside groups.	Travel and make presentations about the school to audiences around the country; interface with relevant advisors and serve as school ambassador to outside groups.	Represent the University to other schools, professional organizations, alumni, the press and/or employers.	Represent the University to other schools, professional organizations, alumni, the press and/or employers.
				May collaborate with other departments, colleges and/or central Admissions on matters such as policy, strategic planning, enrollment to ensure student academic success.	Collaborate with other departments, colleges and/or central Admissions on matters such as policy, strategic planning, enrollment to ensure student academic success.	Collaborate with other departments, colleges and/or central Admissions on matters such as policy, strategic planning, enrollment to ensure student academic success.
Assist with content development and maintenance for all digital and print materials related to admissions and the recruitment of prospective students.	Coordinate content development and maintenance for all digital and print materials related to admissions and the recruitment of prospective students.	Develop content for all digital and print materials related to admissions and the recruitment of prospective students.		May assist in the development of the University script for the purposes of recruiting.	Develop the University script for the purposes of recruiting.	Establish broad themes and evaluate the effectiveness of the University script for the purposes of recruiting.

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<p>May plan and coordinate events, including but not limited to student open-houses, visits, tours, and off-site receptions; work closely with faculty, alumni, and administration and current students to coordinate their participation in events; produce written materials relating to events.</p>	<p>Plan and manage events, including but not limited to student open-houses, visits, tours, and off-site receptions; work closely with faculty, alumni, and administration and current students to coordinate their participation in events; produce written materials relating to events.</p>	<p>Manage events, including but not limited to student open-houses, visits, tours, and off-site receptions.</p>		<p>Manage and develop specialty programs; may have budget responsibility.</p>	<p>Manage and develop large programs with significant budget responsibility.</p>	<p>Direct large programs with overall budget responsibility.</p>
<p>Follow up with applicants and others as necessary to assure all factors are considered.</p>	<p>Follow up with applicants and others as necessary to assure all factors are considered; prepare an evaluation of each application; present special cases to the school admissions committee.</p>	<p>Follow up with applicants and others as necessary to assure all factors are considered; prepare an evaluation of each application; present special cases to the school admissions committee.</p>	<p>Follow up with applicants and others as necessary to present complex cases to the school admissions committee.</p>	<p>Oversee the evaluation of applications; may present complex cases to the school admissions committee.</p>	<p>Oversee the evaluation of applications; may follow up on the extremely complex cases and present them to the school admissions committee with recommendations.</p>	<p>Lead and develop policies and procedures for the evaluation of applications; may oversee the extremely complex cases and present them to the school admissions committee with recommendations.</p>
<p>Assist in identifying and recruitment of high-quality candidates and students in priority groups; provide assistance to the Director in long-range planning and admission strategies and operations.</p>	<p>Research and assist in developing strategies to identify and recruit high-quality candidates and students in priority groups; provide advice and assistance to the Director in long-range planning and admission strategies and operations.</p>	<p>Research and develop strategies to identify and recruit high-quality candidates and students in priority groups; provide advice and assistance to the Director in long-range planning and admission strategies and operations.</p>	<p>Research and develop strategies to identify and recruit high-quality candidates and students in priority groups; provide advice and assistance to the Director in long-range planning and admission strategies and operations.</p>	<p>Assist in developing long-range planning and admission strategies and operations to identify and recruit high-quality candidates and students in priority groups.</p>	<p>Develop long-range planning and admission strategies and operations to identify and recruit high-quality candidates and students in priority groups.</p>	<p>Approve and evaluate long-range planning and admission strategies and operations to identify and recruit high-quality candidates and students in priority groups.</p>

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				Manage, plan, schedule and review work of staff; interview, hire, train and make recommendations concerning the evaluation, promotion and termination of staff; responsible for performance management and professional development of staff.	Lead, plan, and review work of staff; interview, hire, train and make recommendations concerning the evaluation, promotion and termination of staff; responsible for performance management and professional development of staff.	Direct and plan work of staff; interview, hire, and make recommendations concerning the evaluation, promotion and termination of staff; responsible for performance management and professional development of staff.
Gather data about incoming and current students for purposes of reporting to faculty, administration, alumni, and accrediting/ranking organizations.	Analyze and present admissions data; gather data about incoming and current students for purposes of reporting to faculty, administration, alumni, and accrediting/ranking organizations.	Analyze and present admissions data; gather data about incoming and current students for purposes of reporting to faculty, administration, alumni, and accrediting/ranking organizations.		Develop trend analysis to inform and/or assist in planning strategic initiatives for future enrollment.	Present analysis to Deans, Associate Deans, faculty and directors to plan strategic initiatives for future enrollment planning.	Present analysis to Deans, advisory council, faculty and directors to plan strategic initiatives for future enrollment planning.
	Participate in the selection process, including review, evaluation of candidates, interviews and serve on selection committees making recommendations regarding final admission decisions; assist with transfer selection as needed.	Recruit, evaluate and assist in the selection of students for admission or acceptance into selective programs.	Select students for admission or acceptance to selective programs.	Oversee the selection of students for admission or acceptance to selective programs.	Oversee the selection of students for admission or acceptance to selective programs.	Approve the selection of students for admission or acceptance to selective programs.

**JOB FACTOR PROFILE TABLE**

<b>FACTOR PROFILE</b>	<b>11334 ADMISSIONS ASSOCIATE I, BAND E</b>	<b>11320 ADMISSIONS ASSOCIATE II, BAND F</b>	<b>11321 ADMISSIONS ASSOCIATE III, BAND G</b>	<b>11322 ADMISSIONS ASSOCIATE IV, BAND H</b>	<b>11647 MANAGER ADMISSIONS, BAND G</b>	<b>11323 DIRECTOR ADMISSIONS, BAND H</b>	<b>11324 SENIOR DIRECTOR ADMISSIONS, BAND I</b>
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree and up to 2 years relevant experience or equivalent combination	Bachelor's degree and 2 to 4 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Master's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination	Master's degree and 5 to 7 years relevant experience or equivalent combination	Master's degree and 7 to 10 years relevant experience or equivalent combination
<b>IMPACT</b>	Moderate impact	Moderate impact	Substantial impact	Substantial impact	Substantial impact	Substantial impact	Substantial impact
<b>CONTACTS - INSIDE</b>	Assist others Cooperation of task completion	Provide guidance Coordinate activities	Provide guidance Coordinate activities	Persuade others to take particular course of action Coordinate major activities	Provide guidance Coordinate activities	Persuade others to take particular course of action Coordinate major activities	Persuade others to take particular course of action Coordinate major activities
<b>CONTACTS - OUTSIDE</b>	Provide information that exists within pre-established documents and or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
<b>CONTACTS - STUDENTS</b>	Frequent contact dealing with confidential matters	Frequent contact dealing with confidential matters	Frequent contact dealing with confidential matters	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with confidential matters	Frequent contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters

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<b>SUPERVISION</b>	On-the-job training, guidance, advice and advise other employees.	Day-to-day supervisory direction to employees within the department	Day-to-day supervisory direction to employees within the department	Provide supervisory direction to other supervisors	Day-to-day supervisory direction to employees within the department	Provide supervisory direction to other supervisors	Supervisory direction to other managers
<b>COMPLEXITY</b>	Occasionally adapt, combine or make improvements in an existing service, product, process or program. Work requires logic and common sense	Frequently adapt, combine or make improvements to services, products, processes or programs. Work requires of reasoning skills and judgment	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	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, process 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, 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 making 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	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 policies and procedures required	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	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
<b>EFFECT OF DECISION MAKING</b>	Directly affects a functional area Minimal effect on students and employees	Directly affects multiple functional areas Limited effect on students and employees	Directly affects several departments 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	Directly affects several departments 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	Directly affects entire college or school administrative unit Critical effect on students or employees

FACTOR PROFILE	11334 ADMISSIONS ASSOCIATE I, BAND E	11320 ADMISSIONS ASSOCIATE II, BAND F	11321 ADMISSIONS ASSOCIATE III, BAND G	11322 ADMISSIONS ASSOCIATE IV, BAND H	11647 MANAGER ADMISSIONS, BAND G	11323 DIRECTOR ADMISSIONS, BAND H	11324 SENIOR DIRECTOR ADMISSIONS, BAND I
<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	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