



Student Services Job Family: **Advising 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

Advising Associate I INDIVIDUAL CONTRIBUTOR	Advising Associate II INDIVIDUAL CONTRIBUTOR	Advising Associate III INDIVIDUAL CONTRIBUTOR
Provide academic advising services to current students, potential majors, minors, and others; utilizes confidential information and conducts confidential conversations to provide these services.	Provide academic advising services to current students, potential majors, minors, and others; utilizes confidential information and conducts confidential conversations to provide these services.	Provide academic advising services to current students, potential majors, minors, and others; utilizes confidential information and conducts confidential conversations to provide these services.
Notice and assist students in distress; direct students to appropriate resources.	Provide advising to students regarding difficult and/or sensitive situations; serve as academic advisor to students.	Collaborate with staff and faculty from across the University to provide support and academic advising for complicated/sensitive situations involving students in distress or crisis. Situations may require communicating with parents.
		Coordinate/participate in early academic intervention activities and academic standards review committees, including appropriate actions, interventions, and student advising.
	Meet one-on-one in office as well as in group settings with students to provide advice and counsel on curriculum-specific matters, major exploration issues, affiliation, College and University policy and procedure, and non-academic factors affecting academic performance; meet with students to discuss long-range academic plans and career goals.	Meet one-on-one in office as well as in group settings with students to provide advice and counsel on curriculum-specific matters, major exploration issues, affiliation, College and University policy and procedure, and non-academic factors affecting academic performance; meet with students to discuss long-range academic plans and career goals.

Advising Associate I INDIVIDUAL CONTRIBUTOR	Advising Associate II INDIVIDUAL CONTRIBUTOR	Advising Associate III INDIVIDUAL CONTRIBUTOR
Advise undergraduate students on course selection and distribution requirements; provide assistance to undergraduate students to ensure their academic, personal and professional success; refer students to University/College career resources.	Advise undergraduate students on course selection and distribution requirements; provide assistance to undergraduate students to ensure their academic, personal and professional success; meet with students to discuss post-Cornell opportunities, develop strategies tailored to reach individual career goals and refer to University/College career resources.	Advise undergraduate students on course selection and distribution requirements; provide assistance to undergraduate students to ensure their academic, personal and professional success; meet with students to discuss post-Cornell opportunities, develop strategies tailored to reach individual career goals and refer to University/College career resources.
Coordinate student orientation programs and/or commencement activities; assist in planning and delivering programs.	Plan and coordinate student orientation programs and/or commencement activities; assist in planning and deliver programs.	Oversee the planning and implementation of major office functions, programs and events including orientation of students to the college, enrollment of students in appropriate courses prior to their arrival, early intervention, faculty advisor training, diagnostic exams and credit awards; develop programs; oversee development of the web site and other advising services.
Assist with assigning faculty advisors to incoming students.	Assign faculty advisors to incoming students based on academic and common interests to ensure student success.	Oversee the coordination of the faculty advising program in collaboration with the academic departments, which may include the assignment of students to faculty advisors, development of new advising programs and procedures, and the planning and execution of training sessions for new faculty advisors; oversee and support the advising efforts of faculty members across the College; provide information and explanation of college and university policies to faculty advisors.
Execute the communication plan for students.	Develop and execute the communication plan for students.	Oversee the communication plan for students.
Maintain contact with the college advising offices, updating them on advising recommendations for students and communicating circumstances surrounding those with special needs.	Maintain contact with the college advising offices, updating them on advising recommendations for students and communicating circumstances surrounding those with special needs.	Develop and implement new, creative advising services that address the dynamic needs of students and faculty advisors.
Update web site with various informational electronic and print materials for distribution to students and/or parents.	Write, edit and produce various informational electronic and print materials for distribution to students and/or parents.	Write, edit and produce various informational electronic and print materials for distribution to students and/or parents.
	Write student letters of recommendation for graduate school and summer internships.	Write student and alumni letters of recommendation for graduate school and summer internships.
	Present to groups at University and College events and activities.	Present to groups at University and College events and activities.
Assist with review of Academic Petitions/Transfer Credit Requests as needed.	Assist with review of Academic Petitions/Transfer Credit Requests as needed.	Assist with review of Academic Petitions/Transfer Credit Requests as needed.

Advising Associate I INDIVIDUAL CONTRIBUTOR	Advising Associate II INDIVIDUAL CONTRIBUTOR	Advising Associate III INDIVIDUAL CONTRIBUTOR
Accept referrals regarding student needs and issues and contact students for advising meetings; refer students to appropriate College and University resources as warranted, and follow-up on these referrals.	Accept referrals regarding student needs and issues and contact students for advising meetings; refer students to appropriate College and University resources as warranted, and follow-up on these referrals.	Accept referrals regarding student needs and issues and contact students for advising meetings; refer students to appropriate College and University resources as warranted, and follow-up on these referrals; work with offices on campus such as Dean of Students, Cornell Police, and Gannett Health Center to help in resolving student crises within the College; guide students and their families through difficult personal and academic situations.
Assist with review of students' academic information, pre-sectioning of these students into appropriate courses; review students' academic records, initiate contact with these students, provide follow-up advising interactions.	Assist with review of students' academic information, pre-sectioning of these students into appropriate courses; review students' academic records, initiate contact with these students, provide follow-up advising interactions.	Assist with review of students' academic information, pre-sectioning of these students into appropriate courses; review students' academic records, initiate contact with these students, provide follow-up advising interactions.
Provide general information to students on general Study Abroad and International Exchange Program processes.	Advise students on general Study Abroad and International Exchange Program processes.	Oversee the coordination of Study Abroad and International Exchange Program processes; participate in the development of new abroad/exchange programs, MOUs, and related policies.
		Oversee and authorize expenditures.
		Hire, train, and supervise staff; conduct annual performance evaluations; administer performance evaluations, salary recommendations, promotions, and dismissals.
Communicate important information regarding advising to students, faculty, staff, and parents.	Communicate important information regarding advising to students, faculty, staff, and parents.	Communicate important information regarding advising to students, faculty, staff, and parents.
	Serve on University ad hoc committees.	Direct appropriate involvement of staff in campus-wide committees and activities that support the goals of student development; serve as liaison to various organizations within the campus community; represent the department on administrative committees and boards, such as committees serving Deans, Directors, and Department Heads.
		Lead strategic planning efforts that may include, but are not limited to strategies for program development, web communication, grant writing, staffing, and faculty engagement.
		Consult with faculty director or Associate Dean and recommend advising policies to College and University offices.

Advising Associate I INDIVIDUAL CONTRIBUTOR	Advising Associate II INDIVIDUAL CONTRIBUTOR	Advising Associate III INDIVIDUAL CONTRIBUTOR
		Develop and implement appropriate policy and business practice decisions; in certain situations may approve exceptions to college policies.
		Continually develop new partnerships with units/programs internal and external to Cornell to promote academic opportunities for students.
		Develop appropriate assessment strategies to measure program success.
		Assist with programmatic efforts that seek to retain students; collaborate extensively with multicultural affairs colleagues to assess and respond to the needs of underrepresented students; assist with activities and programs designed to contribute to a sense of community among different cultural and geographic backgrounds.
Provide assistance and referral to students exploring majors/fields and colleges to ensure their academic, personal and professional success.	Provide assistance and referral to students exploring majors/fields and colleges to ensure their academic, personal and professional success.	Provide assistance and referral to students exploring majors/fields and colleges to ensure their academic, personal and professional success.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11648 ADVISING ASSOCIATE I, BAND E	11649 ADVISING ASSOCIATE II, BAND F	11650 ADVISING ASSOCIATE III, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree or equiv; up to 2 years of experience or equivalent	Bachelor's degree or equivalent; 2 but less than 4 years of experience or equivalent	Bachelor's degree or equivalent; 3 but less than 5 years of experience or equivalent
IMPACT	Moderate impact	Moderate impact	Substantial impact
CONTACTS - INSIDE	Assist others Cooperation of task completion	Provide guidance Coordinate activities	Provide guidance Coordinate activities
CONTACTS - OUTSIDE	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
CONTACTS - STUDENTS	Frequent contact dealing with confidential matters	Frequent contact dealing with confidential matters	Frequent contact dealing with confidential matters

FACTOR PROFILE	11648 ADVISING ASSOCIATE I, BAND E	11649 ADVISING ASSOCIATE II, BAND F	11650 ADVISING ASSOCIATE III, BAND G
SUPERVISION	On-the-job training, guidance, advice and advise other employees in the group and to same positions performing similar work	Day-to-day supervisory direction to employees within the department	Day-to-day supervisory direction to employees within the department
COMPLEXITY	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
LEVEL OF DECISION MAKING	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
FREEDOM OF ACTION	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
EFFECT OF DECISION MAKING	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
WORKING CONDITIONS	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