



Student Services Job Family: Student Career Development 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

	Student Career Development Associate I INDIVIDUAL CONTRIBUTOR	Student Career Development Associate II INDIVIDUAL CONTRIBUTOR	Student Career Development Associate III INDIVIDUAL CONTRIBUTOR	Manager Student Career Development MANAGEMENT	Director Student Career Development MANAGEMENT	Senior Director Student Career Development MANAGEMENT
Career Education/ Programming/Events	Assist in the planning and facilitation of career development programs and educational content for students through workshops, virtual and in-person sessions, digital resources, social media and web-based platforms. Participate in strategic and operational planning for programs.	Plan and deliver comprehensive career development programs and educational content for students through workshops, virtual and in-person sessions, digital resources, social media and web-based platforms. Participate and recommend strategic and operational planning for programs.	Develop and implement comprehensive career development programs for students; including specialty programs. Develop and recommend strategic and operational planning for programs.	Develop and implement comprehensive career development programs for students, including specialty programs. Develop and recommend strategic and operational planning for programs.	Direct and oversee the creation and delivery of career development programs and educational content aligned with institutional goals. Develop strategic and operational planning for programs.	Provide visionary leadership for institution-wide career education strategy and partnerships to advance student career readiness. Responsible for institution-wide strategic and operational planning for programs.
	Assist in developing learning outcomes for career development programs using assessment tools and evaluate effectiveness on an ongoing basis.	Participate in the development and integration of learning outcomes for career development programs using assessment tools; analyze data to evaluate program effectiveness and impact. Make recommendations for improvements.	Develop and integrate learning outcomes across multiple career development programs using assessment tools and analytics to inform program design. Make adjustments as needed.	Develop and integrate learning outcomes across multiple career development programs using assessment tools and analytics to inform program design. Report out to stakeholders.	Oversee the strategic alignment of career development learning outcomes with institutional goals.	Provide strategic leadership for institution-wide career development assessment, establishing a comprehensive framework for learning outcomes and impact measurement.

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	Participate in collaborations with academic departments and student service units, to develop and implement strategies for meeting students needs.	Collaborate with academic departments and student services units, to develop and implement strategies for meeting student needs.	Lead cross-functional initiatives with academic departments and student services units, to develop and implement strategies for meeting student needs.	Lead cross-functional initiatives with academic departments and student services units, to develop and implement strategies for meeting student needs.	Oversee the cross-functional collaboration with academic departments and student services units to design integrated strategies that address evolving student needs.	Lead institution-wide efforts to align academic and student affairs through strategic collaboration, policy advancement, and comprehensive initiatives that respond to systemic student needs.
	Coordinate and assist in planning career development events, including leading logistical details and day-of operations.	Plan and manage career development events both on and off campus.	Develop and oversee career development events both on and off campus.	Develop and oversee career development events both on and off campus.	Oversee the planning and strategic direction of career development events aimed at expanding internship and employment opportunities for students.	Provide visionary leadership and strategic oversight for university-wide career development events.
Career Coaching/Advising	Coach undergraduate and graduate students exploring career options individually and in group settings.	Coach undergraduate and graduate students exploring career options individually and in group settings. Provide guidance on specific career fields.	Coach undergraduate and graduate students exploring career options individually and in group settings. Provide guidance on specific career fields.	May coach undergraduate and graduate students exploring career options individually and in group settings. Provide guidance on specific career fields.	Oversee the design and delivery of career coaching programs, ensuring alignment with evolving industry trends and student needs. Provide training and set standards and expectations for career coaches/advisors.	Lead the strategic vision for institution-wide career education and coaching.
	Administer and interpret career-related assessments for students and assist in discussing results.	Facilitate the use of career-related assessments for students. Integrate assessment results into individualized advising and programming.	Lead the implementation and evaluation of career-related assessment tools for students.	Lead the implementation and evaluation of career-related assessment tools for students.	Oversee the strategic integration of career-related assessments into programming and education.	Provide strategic leadership for the integration of career-related assessments into student success initiatives across the institution.
	Advise students on career exploration activities and job search topics, including but not limited to: career	Facilitate career exploration activities including students' self-assessment, exploring career fields, educational	Design and implement career exploration initiatives that incorporate self-assessment, exploring career fields,	Design and implement career exploration initiatives that incorporate self-assessment, exploring career fields,	Oversee the design of comprehensive career exploration initiatives that integrate self-assessment,	Lead the strategic vision for institution-wide career exploration and readiness efforts, embedding career

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	planning, job and internship search strategy and tools, resume/cover letter reviews, interview preparation and feedback, and resource referrals.	planning, and job and internship search strategies, from goal setting and resume and cover letter development to practice interviews, salary negotiation and job offer evaluation.	educational planning, and job and internship search strategies, from goal setting and resume and cover letter development to practice interviews, salary negotiation and job offer evaluation.	educational planning, and job and internship search strategies, from goal setting and resume and cover letter development to practice interviews, salary negotiation and job offer evaluation.	career research, educational planning and job search preparation, ensuring alignment with institutional goals and student success metrics.	education across academic and co-curricular programs leveraging data and partnerships.
Employer Engagement	Engage with employers and alumni; assist in recruiting employers and alumni to offer workshops and provide career development guidance to students. Assist in planning and coordinating career treks and other student engagement activities.	Develop and facilitate relationships between employers and the university community, including students, faculty, staff, alumni; recruit employers and alumni to offer workshops and provide career development guidance to students. Plan and facilitate career treks, and other student engagement activities.	Develop, cultivate and maintain collaborative relationships with employers and the university community, including students, faculty, staff, alumni; recruit employers and alumni to offer workshops and provide career development guidance to students. Build partnerships with student organizations and provide guidance and oversight on their employer activity.	Develop, cultivate and maintain collaborative relationships with employers and the university community, including students, faculty, staff, alumni; recruit employers and alumni to offer workshops and provide career development guidance to students. Build partnerships with student organizations and provide guidance and oversight on their employer activity.	Oversee the design and execution of comprehensive employer engagement strategies that align with institutional goals and enhance student career outcomes. Provide training and set standards and expectations for all employer engagement staff.	Provide strategic leadership for the university's employer engagement strategies to build a connected framework that aligns career development, experiential learning and workforce readiness.
	Accurately enter and update contact records in CRM while following established workflows.	Use CRM to execute workflows, track interactions and generate reports. Deliver CRM training sessions, provide user assistance and	Manage targeted employer communications and events through the CRM, collaborating with campus partners to ensure consistent outreach and data sharing. Facilitate and deliver CRM training workshops, gather	Oversee targeted employer communications and events through the CRM, collaborating with campus partners to ensure consistent outreach and data sharing. Oversee the implementation of CRM training initiatives to	Design and optimize CRM workflows to streamline employer engagement while overseeing CRM strategy and developing policies and protocols to align processes, improve relationship tracking, and support career outcomes and institutional priorities. Design, deliver and evaluate CRM training programs to	Lead the institution-wide CRM vision and integration to drive strategic employer partnerships and advance workforce and career initiatives. Set the strategic vision and priorities for CRM training and

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		maintain documentation.	and analyze participant feedback to enhance effectiveness, and develop training materials.	ensure consistent delivery and alignment with institutional priorities.	build user proficiency and adoption.	adoption across the institution.
	Partner in the assessment of evaluating the effectiveness of employer engagement activities.	Assess and evaluate effectiveness of employer engagement activities. Make recommendations for improvements.	Develop and implement assessment tools to measure the impact of employer engagement initiatives.	Develop and implement assessment tools to measure the impact of employer engagement initiatives.	Oversee the evaluation of comprehensive employer engagement strategies.	Lead a data-informed strategic framework for evaluating employer engagement at the university.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11643 STUDENT CAREER DEVELOPMENT ASSOCIATE I, BAND E	11644 STUDENT CAREER DEVELOPMENT ASSOCIATE II, BAND F	11663 STUDENT CAREER DEVELOPMENT ASSOCIATE III, BAND G	11645 MANAGER STUDENT CAREER DEVELOPMENT, BAND G	11646 DIRECTOR STUDENT CAREER DEVELOPMENT, BAND H	10281 SR DIRECTOR STUDENT CAREER DEVELOPMENT, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	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	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
IMPACT	Moderate impact	Moderate impact	Substantial impact	Substantial impact	Substantial impact	Substantial impact
CONTACTS - INSIDE	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	Persuade others to take particular course of action Coordinate major activities	Persuade others to take particular course of action Coordinate major 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	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	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 highly sensitive matters	Frequent contact dealing with highly sensitive matters

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SUPERVISION	On-the-job training, guidance, advice and advise other employees in the group and to same positions performing similar work	On-the-job training, guidance, advice and advise other employees in the group and to same positions performing similar work	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	Provide supervisory direction to other supervisors	Supervisory direction to other managers
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	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	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
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	Responsible for making 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
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	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
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 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 entire college or school administrative unit Critical effect on students or employees