



## Student Services Job Family: **Student Career Services 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 Services Associate I INDIVIDUAL CONTRIBUTOR	Student Career Services Associate II INDIVIDUAL CONTRIBUTOR	Student Career Services Associate III INDIVIDUAL CONTRIBUTOR	Manager Student Career Services MANAGEMENT	Director Student Career Services MANAGEMENT	Senior Director Cornell Career Services MANAGEMENT
Assist in the planning of a career development program for students.	Plan and execute a comprehensive career development program for students.	Plan and execute a comprehensive career development program for students.	Manage and develop specialty programs; may have budget responsibility.	Manage and develop large programs with significant budget responsibility.	Direct large programs with overall budget responsibility.
Counsel undergraduate and graduate students exploring career options individually and in group settings.	Counsel undergraduate and graduate students exploring career options individually and in group settings.	Counsel undergraduate and graduate students exploring career options individually and in group settings.	May counsel and advise students; responsible for more difficult situations.	May counsel and advise students; responsible for more difficult situations.	
Administer and interpret career-related testing and assessment for student clients.	Coordinate, administer, and interpret career-related testing and assessment for student clients.	Develop and administer career-related testing and assessment for student clients.	Develop and administer career-related testing and assessment for student clients.		
Advise students on career development and job search issues, including but not limited to: career planning, job search strategy, resume/cover letter reviews, interview skills and feedback, job offer evaluation, salary negotiation, and resource referrals.	Provide career exploration activities including students' self-assessment, information about the world of work, educational planning, and job search strategies, from setting goals to developing resumes.	Provide career exploration activities including students' self-assessment, information about the world of work, educational planning, and job search strategies, from setting goals to developing resumes.			

<b>Student Career Services Associate I INDIVIDUAL CONTRIBUTOR</b>	<b>Student Career Services Associate II INDIVIDUAL CONTRIBUTOR</b>	<b>Student Career Services Associate III INDIVIDUAL CONTRIBUTOR</b>	<b>Manager Student Career Services MANAGEMENT</b>	<b>Director Student Career Services MANAGEMENT</b>	<b>Senior Director Cornell Career Services MANAGEMENT</b>
Educate students on career development issues using various media including workshops, lectures, seminars, print materials, web pages, and other technology.	Educate students on career development issues using various media including workshops, lectures, seminars, print materials, web pages, and other technology.				
Conduct mock interviews with students.					
Develop and update workshop/event templates and schedules that meet student needs for career development and planning.	Develop workshop/event and schedules that meet student needs for career development and planning.	Develop workshop/event and schedules that meet student needs for career development and planning.			
Work with employers and alumni to develop jobs; recruit employers and alumni to offer workshops and career development advice for students.	Work with employers and alumni to develop jobs; recruit employers and alumni to offer workshops and career development advice for students.	Plan information programs and promotional events designed to present and promote the school; act as primary representative for alumni and during major recruitment weekends, events such as fairs and forums.	Plan information programs and promotional events designed to present and promote the school; act as primary representative for alumni and during major recruitment weekends, events such as fairs and forums.	Plan information programs and promotional events designed to present and promote the school; act as primary representative for alumni, trustees and during major recruitment weekends, events such as fairs and forums.	Lead programs and promotional events designed to present and promote the school; primary representative for alumni, trustees and during major recruitment weekends, events such as fairs and forums.
Work closely with academic departments and student services units, to develop and implement strategies for meeting student needs.	Work closely with academic departments and student services units, to develop and implement strategies for meeting student needs.				
Establish learning outcomes for individual programs and administer the tools for measuring achievement of learning outcomes.	Establish learning outcomes for individual programs and administer the tools for measuring achievement of learning outcomes; may contribute to the development of strategic planning.	Establish learning outcomes for individual programs and administer the tools for measuring achievement of learning outcomes; may contribute to the development of strategic planning	Establish learning outcomes; develop and administer tools for measuring achievement of learning outcomes; contribute to the development of strategic planning.	Provide direction for strategic planning and implementation of learning outcomes assessment.	Overall responsibility for strategic planning and assessments.

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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.
			Develop policies regarding day-to-day operations in the career development office.	Develop, evaluate, interpret, implement and/or oversee career development policies, procedures and regulations and other policy as it pertains to the functions of the unit.	Advise other career development directors on policies and procedures of the University.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11643 STUDENT CAREER SERVICES ASSOCIATE I, BAND E	11644 STUDENT CAREER SERVICES ASSOCIATE II, BAND F	11663 STUDENT CAREER SERVICES ASSOCIATE III, BAND G	11645 MANAGER STUDENT CAREER SERVICES, BAND G	11646 DIRECTOR STUDENT CAREER SERVICES, BAND H	10281 SENIOR DIRECTOR CORNELL CAREER SERVICES, BAND I
<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	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
<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	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	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 highly sensitive matters	Frequent contact dealing with highly sensitive matters

<b>FACTOR PROFILE</b>	<b>11643 STUDENT CAREER SERVICES ASSOCIATE I, BAND E</b>	<b>11644 STUDENT CAREER SERVICES ASSOCIATE II, BAND F</b>	<b>11663 STUDENT CAREER SERVICES ASSOCIATE III, BAND G</b>	<b>11645 MANAGER STUDENT CAREER SERVICES, BAND G</b>	<b>11646 DIRECTOR STUDENT CAREER SERVICES, BAND H</b>	<b>10281 SENIOR DIRECTOR CORNELL CAREER SERVICES, BAND I</b>
<b>SUPERVISION</b>	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
<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	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
<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 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	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	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 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

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<b>WORKING CONDITIONS - VISUAL</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