

Cornell Career Navigator

Are you interested in a career at Cornell?

Or are you already working at Cornell, and would like to see where you can take your career?

The Career Navigator Tool maps where you are in the Cornell job family matrix, and shows the framework toward advancement and new career areas.

See how you can use this tool to explore opportunities and manage your career at Cornell.





What you'll DISCOVER

Cornell's Career Navigator gives you access to information that can help you advance in your current role or find a completely new career path.

- **See** where your current role might lead.
- **Explore** potential opportunities for managing work, managing others, or both.
- **Discover** job summaries, qualifications, pay ranges, and related training to support your career goals.





Login

You can login two ways:

- As a current **Cornell employee**: Enter your NetID — the Navigator will identify your current position as the starting point.
- As a **Guest**: The Navigator will take you to Cornell's job structure. Choose a job family that interests you, and begin your explorations from there.

**Current Cornell
Employee**

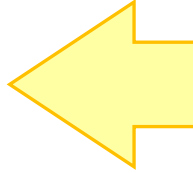
or

Guest



You Are Here – Job Profile

- **University Job Profile:**
Job title
- **Summary:** Generic job summaries that indicate the kinds of tasks and levels of complexity; your job description will differ to reflect specific position responsibilities
- **Education, Certifications, and Work Experience:**
Minimum required education and experience levels



Administrative Asst II

Summary

Field, screen and redirect telephone and walk in routine inquiries; provide general information.

Prepare routine correspondence; maintain electronic files; copy, collate, assemble, and distribute materials.

Maintain established files and record keeping system; enter data into databases and retrieves data; use technology to gather ... [\[More\]](#)

Education, Certifications and Work Experience

High School Diploma

Relevant Work Experience - Up to 2 years

▶ Competencies

▶ Skills for Success

▶ Job Profile Attributes

Currently
[4 openings](#) 
available.



You Are Here – Job Profile

Administrative Asst II

Summary

Field, screen and redirect telephone and walk in routine inquiries; provide general information.

Prepare routine correspondence; maintain electronic files; copy, collate, assemble, and distribute materials.

Maintain established files and record keeping system; enter data into databases and retrieves data; use technology to gather ...[\[More\]](#)

Currently
[No openings](#)
available.

- Related Competencies:**
 Job related knowledge, skills, abilities, and behaviors that contribute to success in this role. Check here to see if training or experience in certain competencies may benefit your career goals.



- ▶ Education, Certifications and Work Experience
- ▼ Competencies

Accuracy and Attention to Detail	Level 1 - Basic Understanding
Calendaring	Level 2 - Working Knowledge
Data Entry Management	Level 1 - Basic Understanding
Desktop Tools	Level 2 - Working Knowledge
Service Excellence	Level 2 - Working Knowledge
- ▶ Skills for Success
- ▶ Job Profile Attributes



You Are Here – Job Profile

Administrative Asst II

Summary

Field, screen and redirect telephone and walk in routine inquiries; provide general information.

Prepare routine correspondence; maintain electronic files; copy, collate, assemble, and distribute materials.

Maintain established files and record keeping system; enter data into databases and retrieves data; use technology to gather ...[\[More\]](#)

Currently
[4 openings](#)
available.

- **Skills for Success:** Key skills employees are expected to demonstrate that are essential for individual and organizational success.
- **Leadership Skills for Success:** Leadership skills that employees, especially supervisors, are expected to demonstrate for individual and organizational success.

▸ Education, Certifications and Work Experience

▸ Competencies

▾ Skills for Success

Skills for success

Act and take initiative

I take ownership of my work and results.

- Adopt a culture of sustainability and efficiency.
- Strive to develop and implement best practices.
- Take responsible risks to innovate seeking advancements in products, processes, services, technologies or ideas.
- Identify opportunities in challenges and show initiative.



You Are Here – Job Profile

- **Job Family:** Jobs sharing similar skill requirements, functions, and expertise
- **Grade:** The pay band (A to I) ranking jobs by experience, education, and responsibility
- **Pay Range:** Reflects the typical range of pay encompassing external market values allowing for varying levels of complexity within each job profile; individual pay is based on position responsibilities, qualifications, experience, and performance.
- **Exempt/Not-Exempt:** Indicates whether the job profile is eligible for overtime.

Administrative Asst II

Summary

Field, screen and redirect telephone and walk in routine inquiries; provide general information.

Prepare routine correspondence; maintain electronic files; copy, collate, assemble, and distribute materials.

Maintain established files and record keeping system; enter data into databases and retrieves data; use technology to gather ...[\[More\]](#)

Currently
[4 openings](#)
available.

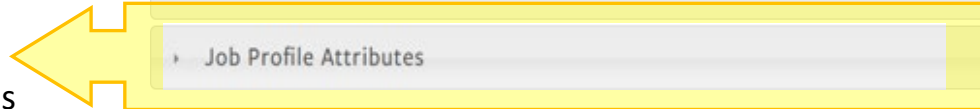
Education, Certifications and Work Experience

High School Diploma
Relevant Work Experience - Up to 2 years

Competencies

Skills for Success

Job Profile Attributes





Ongoing Career Path Options

Individual Contributor

Primarily focus time on delivering individual and team-based work

Management

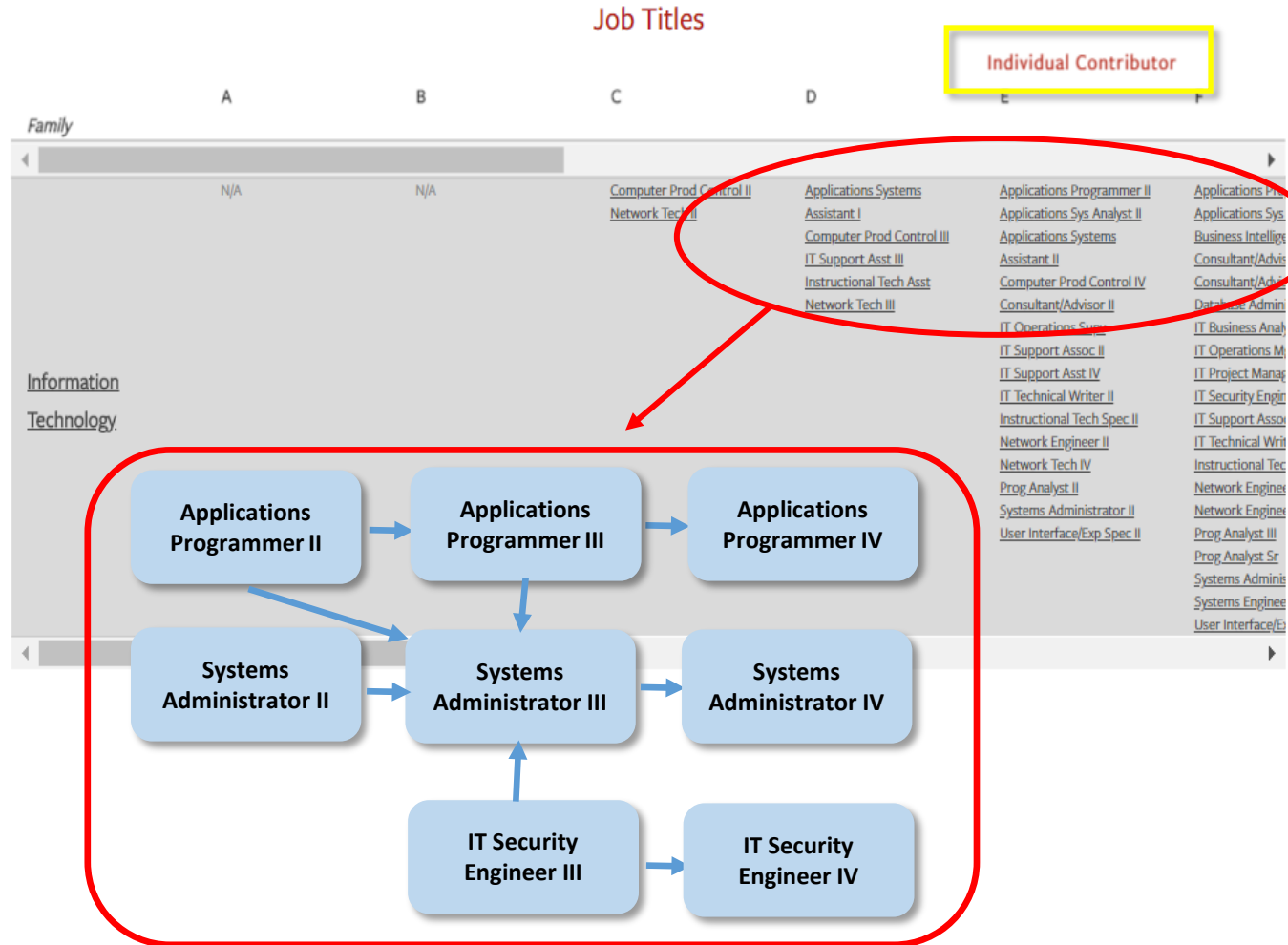
Primarily focus time on managing the work of others and developing others



Individual Contributor Job Profiles

Individual Contributor job profiles focus on delivering individual and team-based work.

The job profiles shown here are those available within the same job family with different responsibilities, and may be in higher or lower pay bands.

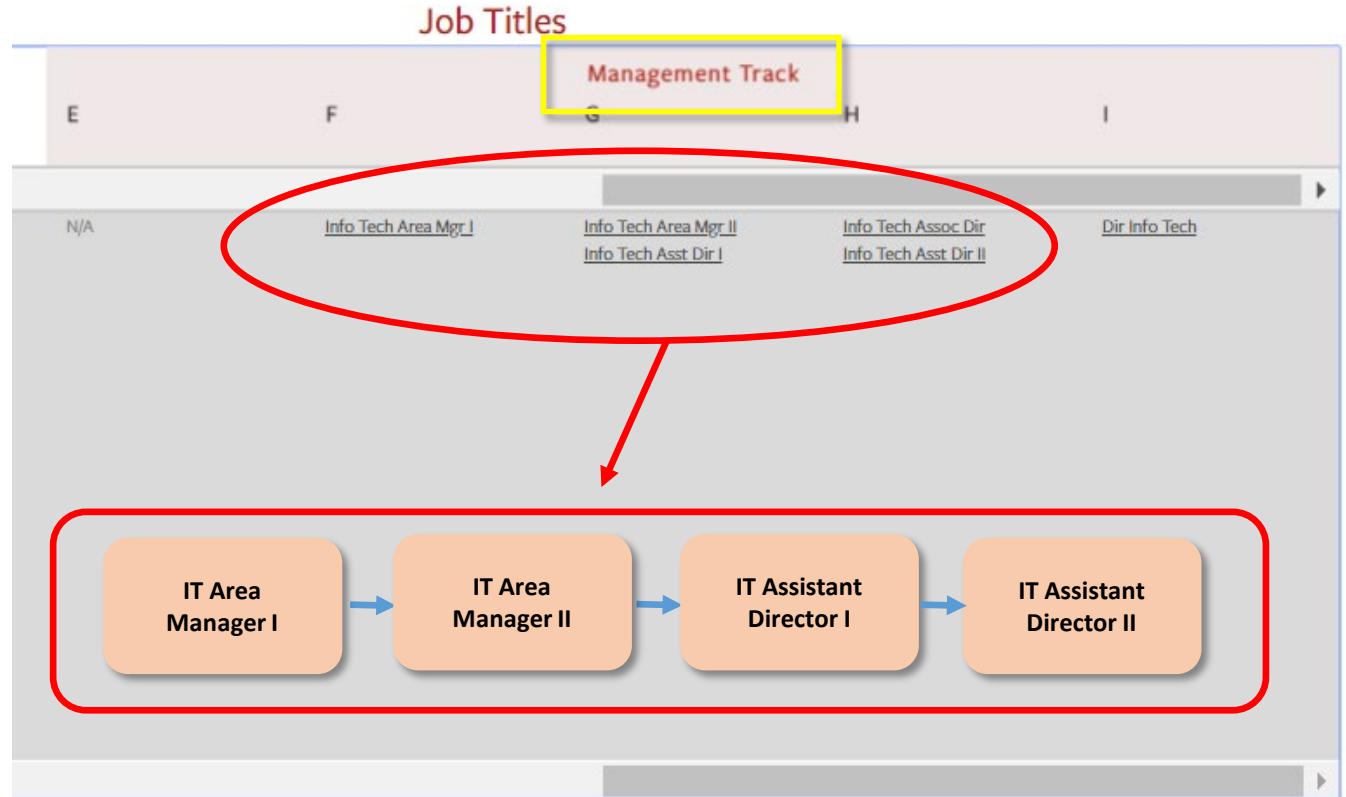




Management Job Profiles

Management job profiles primarily focus on managing the work of others and developing others.

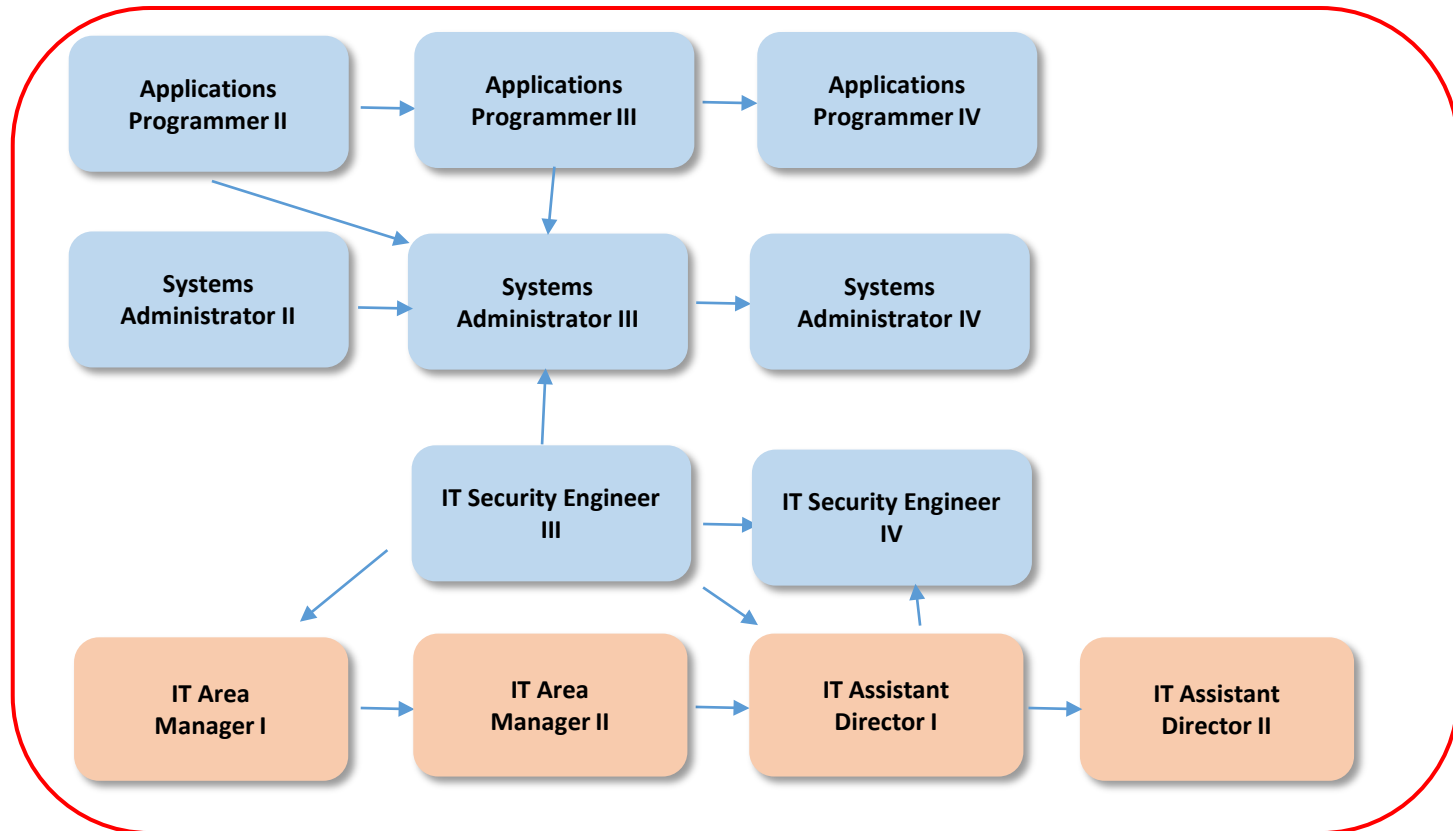
These job profiles will show you possibilities into related managerial roles. Progression may be linear, or advance laterally into different colleges or units.





Career Path Examples

Career movement may be linear, or advance laterally into different colleges or units.





All Job Profiles

Compare positions *across* job families.

A job **profile** describes one type of job. There can be many individual positions fitting a certain job profile; for example, many positions across colleges and units are within the Administrative Assistant II profile.

Cornell offers over 700 different job profiles within 15 job families.

Click here to browse **the entire spectrum of positions** in Cornell's **Job Family Matrix**. Jobs are arranged vertically by job family, and horizontally by pay band as individual contributors, followed by managerial positions. This is a good place to get a **wide view** of the kinds of jobs that might interest you.

Career Navigator

Administrative Asst II

Job Family: Administration
Grade: B
Pay Range: \$16.60 - \$18.80
Not exempt from overtime pay

[+] Summary:
Field, screen and redirect telephone and walk in routine inquiries; provide general information.
Prepare routine correspondence; maintain electronic files; copy, collate, assemble, and distribute materials.
Maintain established files and record keeping system; enter data into databases and retrieves data; use technology to gather data.

Job Titles

	A	B	C	D	E	F
Academic Support	Field Assistant I Research Aide I	Field Assistant II Program/Extension Aide II Research Aide II	Field Assistant III Program/Extension Aide III Research Aide III	Field Coordinator Program/Extension Aide IV Research Aide IV Teaching Supp Spec I Technical Services Technician	Extension Supp Spec I Research Support Spec I Sr Field Coord Teaching Supp Spec II	Extension Supp I Research Supp Statistician II Teaching Supp S
Administration	Administrative Asst I	Administrative Asst II	Administrative Asst III	Administrative Asst IV Event/Conference Coord I Exec Staff Asst I Purchasing Assistant	Administrative Asst V Administrator II Event/Conference Coord II Exec Staff Asst II Governmental A Grant Contract Associate Project Associate I Purchasing Agent II TEC Specialist	Administrator III College Grant C Exec Staff Asst B Governmental A Grant Contract C Project Associate Purchasing Agent TEC Manager
Alumni Affairs Development	N/A	Gift Processing Assistant II	Gift Processing Assistant III	AAO Program Assistant I Gift Processing Assistant IV	AAO Program Assistant II Alumni Engagement Officer I Annual Fund Officer I Development Support Ofcr I Gift Associate I Major Gifts Ofcr I Prospect Development Associate Stewardship Ofcr I	Alumni Engagem Annual Fund Off Corporation Fee Officer II Development Su Gift Associate II Major Gifts Ofcr Prospect Develop Stewardship Ofc
Athletics & Physical Education	N/A	N/A	N/A	Assistant Coach II Strength/Conditioning Asst Coach II	Assistant Coach I Strength/Conditioning Asst Coach I Asst Golf Course Supt Athletic Operations Admin I	Athletic Operate Athletic Trainer



Generic Job Profile Progression

Career Navigator

Career Navigator

Administrative Asst II

[All Job Profiles](#)

[All Competencies](#)

Working@Cornell Resources

[Career Areas](#)


Generic Profile Summaries

Summary
Field, screen and redirect telephone and wa

Prepare routine correspondence; maintain e materials.

Maintain established files and record keepin technology to gather ... [\[More\]](#)

Generic job profile summaries outline the kinds of tasks and levels of increasing complexity of the work required for positions classified in each title based on required qualifications.



Cornell University
Division of Human Resources

Cornell University Staff Compensation Program
Generic Job Profile Summaries

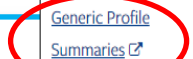
Compensation Services
353 Pine Tree Road, East Hill Plaza, Ithaca, NY 14850
(607) 254-8355 | compensation@cornell.edu | www.hr.cornell.edu

Administration Job Family: Administrative Assistant 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.

GENERIC JOB PROFILE SUMMARIES

PAY BAND: A INDIVIDUAL CONTRIBUTOR Administrative Assistant I - 10013	PAY BAND: B INDIVIDUAL CONTRIBUTOR Administrative Assistant II - 10014	PAY BAND: C INDIVIDUAL CONTRIBUTOR Administrative Assistant III - 10015	PAY BAND: D INDIVIDUAL CONTRIBUTOR Administrative Assistant IV - 10016	PAY BAND: E INDIVIDUAL CONTRIBUTOR Administrative Assistant V - 10017
Field, screen and redirect telephone and walk in routine inquiries; greets visitors; provides routine information with limits.	Field, screen and redirect telephone and walk in routine inquiries; provide general information.	Field, screen, redirect and respond to telephone and walk in standard inquiries; answer questions independently, serve as reference for policies and procedures; refer complex inquiries to others.	Respond to complex telephone and walk in inquiries; distribute informational forms and documents with instructions; respond to routine and non-routine inquiries; serves as reference for policies and procedures; contact individuals inside and outside of University on highly confidential matters.	Respond to complex and non-routine inquiries; advise on policies and procedures; contact individuals inside and outside of University on highly confidential matters.
Provides general word processing; copies, collates and assembles materials.	Prepare routine correspondence; maintain electronic files; copy, collate, assemble, and distribute materials.	Draft routine correspondence; merge files to produce letters, etc.; assemble materials for complex reports; may coordinate submission of articles; maintain list servs.	Independently answer correspondence; independently compose and draft forms; format/prepare complex documents; create and maintain list servs.	Compose difficult/sensitive correspondence requiring high degree of initiative, judgment, originality, and knowledge.
		Assist in maintaining office equipment inventory system; troubleshoot department equipment.	Maintain office equipment inventory system; oversee and troubleshoot department equipment.	Oversee office equipment inventory system and department equipment
Maintains established files and record keeping system; may enter data into databases and retrieve data.	Maintain established files and record keeping system; enter data into databases and retrieves data; use technology to gather data.	Sets up and maintain filing system and maintain databases; design simple spreadsheets & materials from variety of information systems.	Create and formulate moderately complex spreadsheets, develop databases & materials from variety of information systems.	Independently develop and initiate materials; create and formulate complex spreadsheets, develop databases & materials from variety of information systems.





Job Openings

Apply!

This link will take you to the Jobs landing page of the Cornell HR website.

Use the **external applicants** button if you are not currently employed by Cornell University.

The **internal applicants** area is accessed with your Cornell NetID and includes positions released specifically to Cornell employees.

Career Navigator

Career Navigator

[All Job Profiles](#)

[All Competencies](#)

**Working@Cornell
Resources**

[Career Areas](#)

[Generic Profile](#)

[Summaries](#) [↗](#)

[Job Opportunities](#)

[Navigating your Career](#)

[Path](#)

[Professional](#)

[Development](#) [↗](#)

Administrative Asst II

Summary

Field, screen and redirect telephone and walk in routine inquiries; provide ge

Prepare routine correspondence; maintain electronic files; copy, collate, assen

Maintain established files and record keeping system; enter data into database to gather data.

Open, sort, screen, and route mail.

Schedule appointments, routine meetings, and locations and maintains electr instruction.

Makes simple travel arrangements with specifications; may submit for travel re

Assist with programs/projects including registration, scheduling presenters, fo materials, etc.

The screenshot shows the Cornell University Human Resources website. At the top left is the Cornell University logo. To the right, it says "Pages for: [New Hires](#) / [Staff](#) / [Academics](#) / [Retirees](#)". The main heading is "Human Resources". Below this is a navigation bar with links: [Jobs](#), [Benefits & Pay](#), [HR Policies](#), [Wellbeing & Perks](#), [Professional Development](#), and [Our Culture & Diversity](#). The "Jobs" link is selected. Below the navigation bar, there is a section titled "Build Your Career at Cornell" with a background image of a smiling woman. The text reads: "Start here to see how a career at Cornell offers opportunities to reach your potential and join a community of great minds with global impact." There are two buttons: "EXTERNAL APPLICANTS" (with the subtext "If you're not currently a Cornell employee.") and "INTERNAL APPLICANTS" (with the subtext "Current Cornell employees."). To the right of this section is a box titled "I want to..." containing a list of links: [Be notified when jobs post](#), [Explore Cornell career paths](#), [See a snapshot of benefits](#), [Read reviews on Glassdoor](#), [Hear about support for underrepresented minorities](#), and [Read Cornell's vision and goals for diversity](#).



Navigating your Career Path

Gig Development Opportunities

Gigs in Workday's Talent Marketplace strengthen teamwork, skills, and leadership.

Log into Workday and then click this link:

[CHECK OUT GIGS!](#)



Workday's
Talent Marketplace
is here!



Pages for: [New Hires](#) / [Staff](#) / [Academics](#)

Human Resources

[Jobs](#) | [Benefits & Pay](#) | [HR Policies](#) | [Wellbeing & Perks](#) | [Professional Development](#) | [Our Culture](#)

Professional Development | [Training](#) | [Continuing Education](#) | [Career Management](#) | [Performance](#) | [Networking](#)

[Home](#) / [Professional Development](#) / [Career Management](#)

- MENU**
- Career Management Resources
- Career Navigator
- CAREER MANAGEMENT TOOLKIT**

Career Management

Tools and resources to help grow your career.

CAREER MANAGEMENT TOOLKIT

At Cornell, we want your career to be more than a way to survive – we want your career to be where you thrive. We've created a helpful toolkit to assist in planning and managing your career development. Check each step for ideas and resources that can help you take charge of your career and maximize your potential.

1. [Learn About Yourself](#)
2. [Explore Careers](#)
3. [Plan Your Next Steps](#)
4. [Take Action](#)
5. [Evaluate Your Progress](#)



CAREER MANAGEMENT TOOLKIT OVERVIEW

1. [Learn About Yourself](#): Clarify and understand your interests, skills, and values
2. [Explore Careers](#): Seek career or job opportunities that interest you
3. [Plan Your Next Steps](#): Set goals and develop knowledge and skills to enhance performance or advance your career
4. [Take Action](#): Make the most of opportunities to promote your achievements and abilities
5. [Evaluate Your Progress](#): Assess and reflect on your experiences

ALSO SEE:

- [Job Openings](#)
- [Individual Development Plan](#) (pdf)
- [Training](#)
- [Optimal Resume](#)

What is a GIG DEVELOPMENT OPPORTUNITY?

Gigs are typically short-term experiences or projects that can help share or build skills, develop leadership, and establish new connections across the university.

[LEARN MORE](#)

Exploring GIG DEVELOPMENT OPPORTUNITIES

Workday's Talent Marketplace connects employees with gigs. Learn how gigs can support your career and how to get started!

[WHAT YOU SHOULD KNOW](#)

Creating GIG DEVELOPMENT OPPORTUNITIES

Gig hosts can be supervisors, managers, or employees. See how hosting gigs can help your team and what to consider when creating a gig.

[CREATE A GIG](#)



Professional Development

Career Navigator

Career Navigator

[All Job Profiles](#)

[All Competencies](#)

**Working@Cornell
Resources**

[Career Areas](#)

[Generic Profile](#)

[Summaries](#) 

[Job Opportunities](#)

[Navigating your Career](#)

[Path](#)

Administrative Asst II

Summary

Field, screen and redirect telephone and walk in routine inquiries; provide ge

Prepare routine correspondence; maintain electronic files; copy, collate, assem

Maintain established files and record keeping system; enter data into database to gather data.

Open, sort, screen, and route mail.

Schedule appointments, routine meetings, and locations and maintains electr instruction.

Makes simple travel arrangements with specifications; may submit for travel re

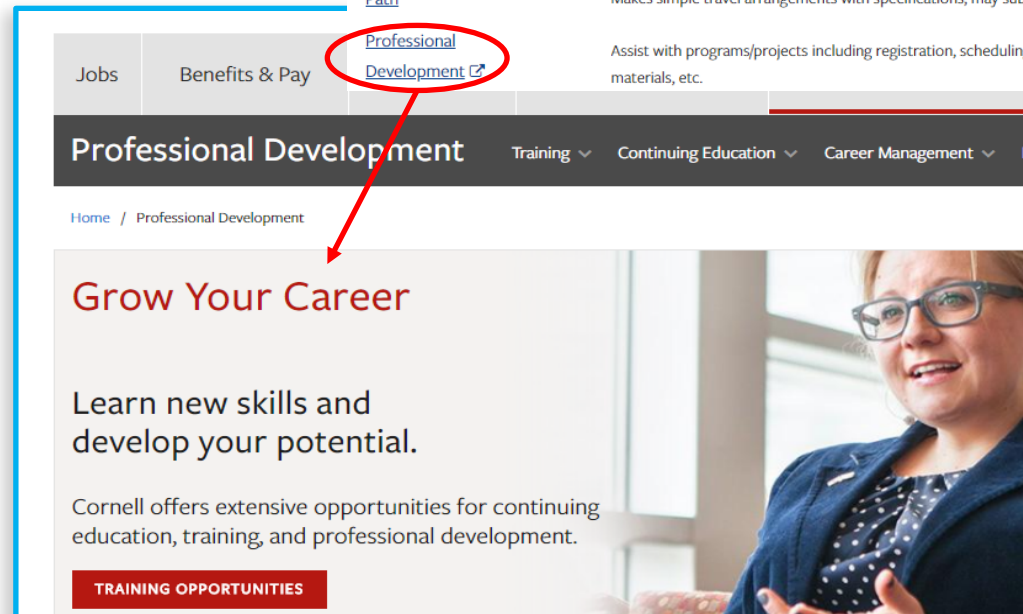
Assist with programs/projects including registration, scheduling presenters, fo materials, etc.

Take the next step.

Now that you've explored some possibilities, are you ready to move your career in a new direction?

Cornell offers a wealth of opportunities to develop the skills you need to improve in your current role, or advance toward positions you've identified with the Career Navigator Tool.

Browse this area of the HR website for a guide to resources such as skills assessment, training, continuing education, and more.



Jobs Benefits & Pay **Professional Development** Training ▾ Continuing Education ▾ Career Management ▾

Home / Professional Development

Grow Your Career

Learn new skills and develop your potential.

Cornell offers extensive opportunities for continuing education, training, and professional development.

TRAINING OPPORTUNITIES



Other Resources

HR Homepage to explore benefits, perks, and our workplace culture: all the things that make a Cornell career so rewarding!



Pages for: [Managers](#) / [New Hires](#) / [Retirees](#) / [COVID-19](#)



Working at Cornell

[Job Opportunities](#)

[Benefits, Pay & Perks](#)

[HR Policies](#)

[Wellbeing](#)

[Career Development](#)

[Our Workplace](#)

Build Your Career at Cornell

Start here to see how a career at Cornell offers opportunities to reach your potential and join a community of great minds with global impact.

EXTERNAL APPLICANTS

If you're not currently a Cornell employee

INTERNAL APPLICANTS

Current Cornell employees



WORKDAY

CONTACT HR

HOLIDAY CALENDAR

EVENTS

MANAGER TOOLS

WORKFORCE TOOLS

[News & Announcements](#)

[View All](#)

[Employee Spotlight](#)

Questions?

Workforce Planning and Compensation

Staff compensation programs, job family classifications, salary structures and pay ranges.

(607) 254-8355

compensation@cornell.edu

Organizational Development and Talent Management

Career management, training, and professional development for Cornell faculty and staff.

(607) 254-6400

org_dev@cornell.edu

Workforce Recruitment and Retention

For those seeking employment with Cornell University.

(607) 255-0056

mycareer@cornell.edu

