

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**

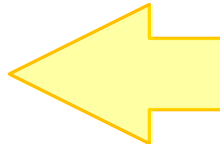
or

GUEST



You Are Here – Job Profile

- **University Job Profile:**
This is the 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:**
The 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

Skills

Skills for Success

Job Profile Attributes



You Are Here – Skills

Administrative Asst II

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



Education, Certifications and Work Experience

Skills

Calendar Management	Level 1
Coordinating Services	Level 2
Data Entry	Level 1
Office Administration	Level 2
Travel Operations	Level 1

Skills for Success

Job Profile Attributes



You Are Here – Skills for Success

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Currently
4 openings [↗](#)
available.

Education, Certifications and Work Experience

Skills

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.
- Reach out in a timely and responsive manner to resolve problems and conflicts.
- Anticipate and adapt to changing priorities and additional demands.

Communicate clearly and consistently

So people are informed and heard.

- ~~Seek to understand and then to be understood.~~
- Demonstrate active listening skills.
- Express thoughts clearly, both verbally and in writing.
- Share knowledge and information.

- **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.



You Are Here – Job Profile Attributes

- **Job Family:** These are 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.

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Education, Certifications and Work Experience

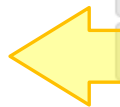
High School Diploma

Relevant Work Experience - Up to 2 years

Skills

Skills for Success

Job Profile Attributes





Ongoing Career Path Options

Individual Contributor

Primarily focus time on delivering individual and team-based work

People Leader

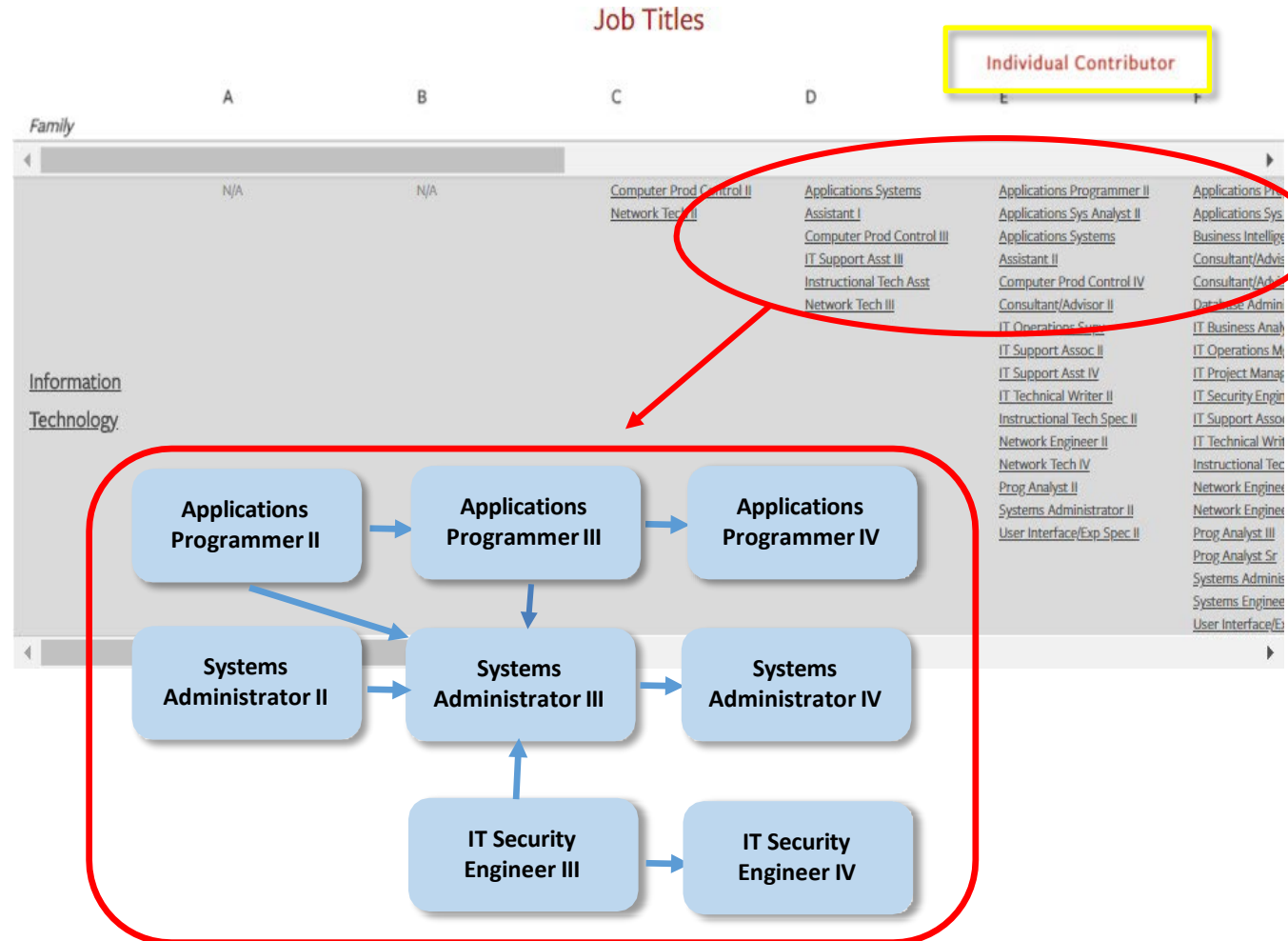
Primarily focus time on leading the work of others and developing others



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.



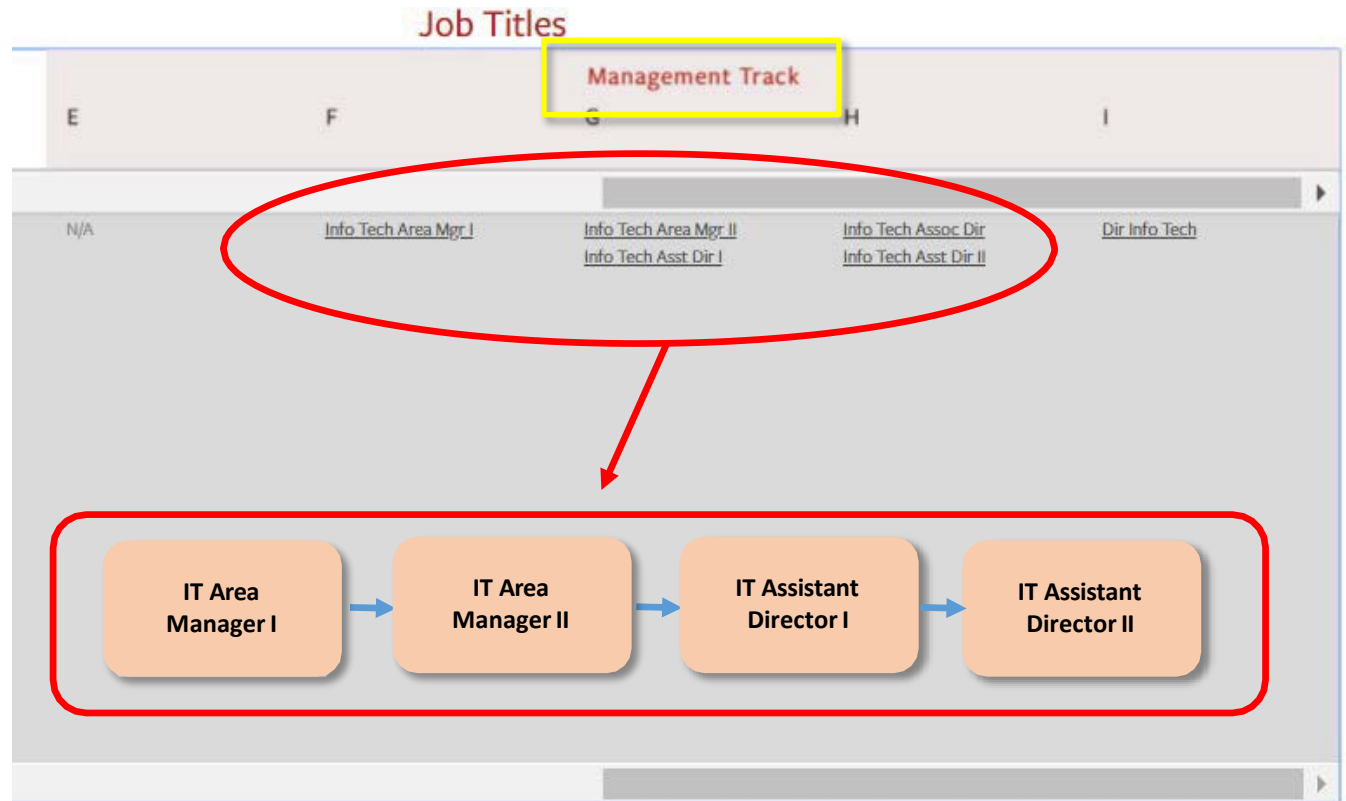


People Leader Job Profiles

People Leader job profiles primarily focus on leading the work of others and developing others.

These job profiles will show you possibilities into related people leader roles.

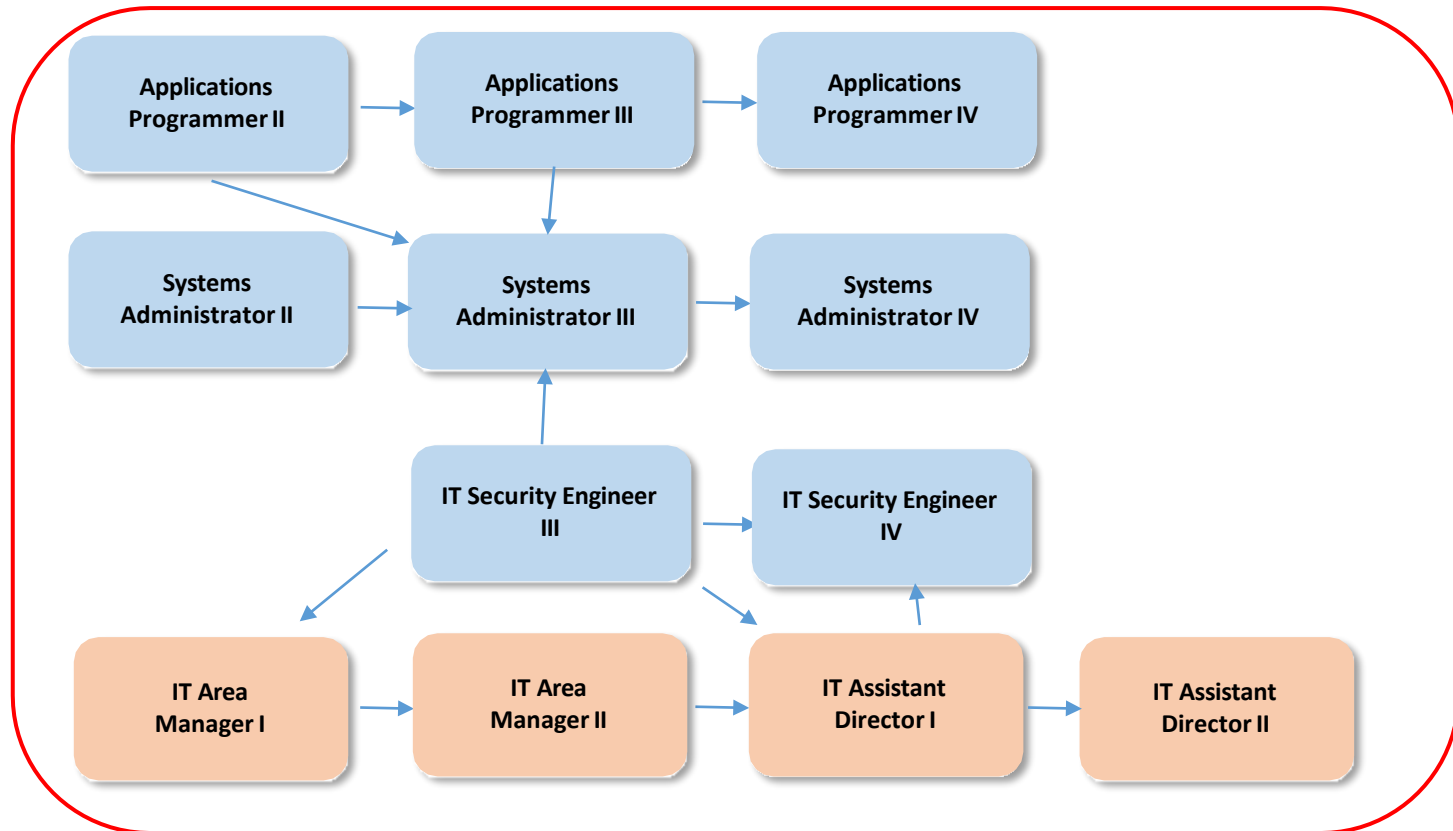
Progression may be linear or advance laterally into different colleges or units.





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.

When you click on “All Job Profiles”, you can 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 people leader 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

Summary
Field, screen and redirect telephone and walk in routine
Prepare routine correspondence; maintain electronic file materials.
Maintain established files and record keeping system; er technology to gather ... [\[More\]](#)

Education, Certifications and Work Experience
High School Diploma
Relevant Work Experience - Up to 2 years

Job Titles

	A	B	C	D	E	F
Family						
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 II Research Support Spec II Statistics 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 Grant Contract Associate Project Associate I Purchasing Agent II TEC Specialist	Administrator III College Grant/Cr Exec Staff Asst II Governmental As Grant Contract C Project Associate Purchasing Agen TEC Manager
Alumni Affairs Development	N/A	Gift Processing Assistant II	Gift Processing Assistant III	AAD Program Assistant I Gift Processing Assistant IV	AAD Program Assistant II Alumni Engagement Officer I Annual Fund Officer I Development Support Officer I Gift Associate I Major Gifts Officer I Prospect Development Associate Stewardship Officer I	Alumni Engagement Officer II Annual Fund Officer II Development Support Officer II Gift Associate II Major Gifts Officer II Prospect Development Associate Stewardship Officer II
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 Performance Advisor I	Athletic Operations Athletic Trainer



Generic Job Profile Progression

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.

 **Career**

Career Navigator

[All Job Profiles](#)

[All Skills](#)

Working@Cornell
Resources

[Career Exploration](#)

[Job Titles and Pay
Structure](#)

[Job Opportunities](#)

[Your Career](#)

[Learning Opportunities](#)

[Gig Opportunities](#)



Job Opportunities

Apply!

Job Opportunities 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.

NEW! Direct link to available openings on job profile view

Career Navigator

- [All Job Profiles](#)
- [All Skills](#)
- Working@Cornell Resources**
- [Career Exploration](#)
- [Job Titles and Pay Structure](#)
- Job Opportunities**
- [Your Career](#)
- [Learning Opportunities](#)
- [Gig Opportunities](#)

Summary

Field, screen and redirect telephone

Prepare routine correspondence; materials.

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

Education, Certification

High School Diploma

Relevant Work Experience

Currently [4 openings](#) available.

Pages for: [Welcome](#) / [Staff](#) / [Academics](#) / [Retirees](#)

Working at Cornell

[Home](#) / [Job Opportunities](#)

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.

I want to...

- [Be notified when jobs post](#)
- [Explore Cornell career paths](#)
- [See a snapshot of benefits](#)
- [Read Glassdoor reviews](#)
- [Learn about support for underrepresented groups](#)
- [Attend a "Meet the Employer" session](#)

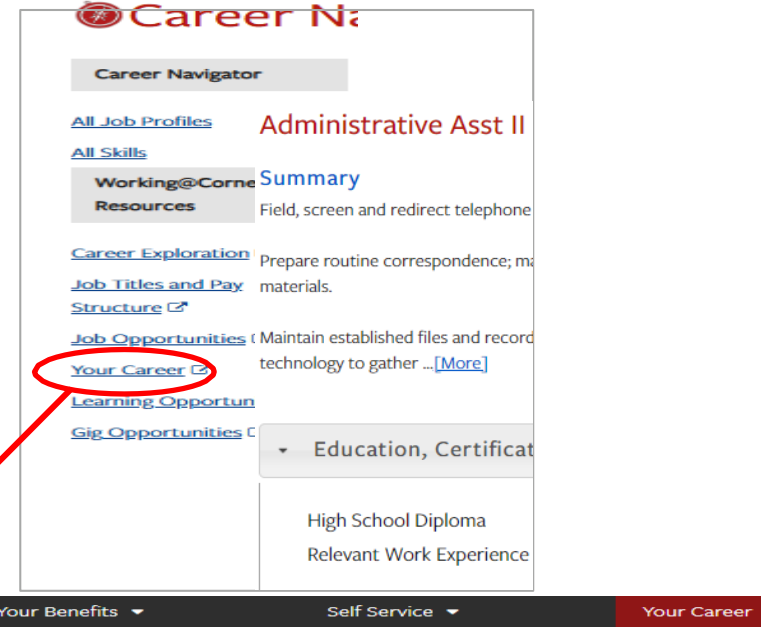


Career Management

Tools and Resources

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

Browse this area of the HR website for a guide to resources such as skills assessment and a step-by-step guide to taking charge of your career and maximizing your potential.



Your Cornell Career



Cornell as an institution is dedicated to cultivating and sharing knowledge. As a member of the Cornell community, you've got support to learn new skills and develop your potential.

At Cornell, we believe that career management is a 60-20-20 split between you, the employee, the university, and your people leader. We provide the right environment, tools, and resources, and you provide the initiative.

Work your best, grow your career, or try something new - explore these career development resources to make your aspirations a reality.



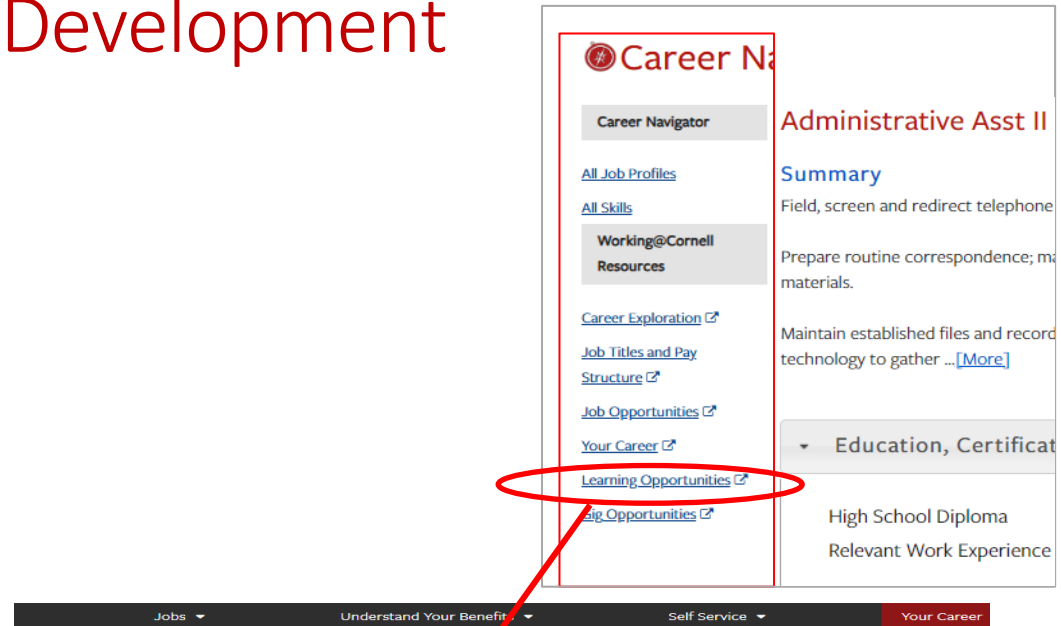
Professional Development

Explore Learning Opportunities

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 multitude of classroom and online resources to enhance your skills.

- eCornell
- Career Skills
- Workday Learning
- Wellbeing workshops



Learning Opportunities



Learning is the heart of all we do at Cornell. Take advantage of the many opportunities available to employees to pursue knowledge and skills.

Training and Learning Opportunities

Regular emails that promote opportunities for professional and personal growth for Cornell employees and people leaders.

Training and Learning Opportunities



Other Resources

[Home](#) / [Career Navigator Home](#) / Career Navigator

 Career Navigator



Pages for: [Welcome](#) / [Staff](#) / [Academics](#) / [Retirees](#)

Working at Cornell

[Job Opportunities](#) [Benefits, Pay & Perks](#) [HR Policies](#) [Wellbeing](#) [Develop & Lead](#) [Our Workplace Culture](#)

Support For You At Work And Beyond

Cornell employees have free membership with care@work to help find care for family, pets, and home.

[CARE@WORK](#)

 WORKDAY

 CONTACT HR

 HOLIDAY CALENDAR

 CAREER/LIFE DIGEST

 MANAGER TOOLS

 WORKFORCE TOOLS

HR Homepage

Explore benefits, perks, and our workplace culture: all the things that make a Cornell career so rewarding!

News & Announcements

[View All](#)



UNIVERSITY HEARING & REVIEW BOARDS SEEK APPLICANTS

Students, staff, and faculty are needed to hear and review cases brought by the Office of the Judicial Administrator as part of the campus disciplinary process.



LET CORNELL DINING DO THE COOKING TONIGHT!

"Take Us Home" meals to go are delicious and ready to heat and eat -- no mess, no extra trip to the grocery store. Pick them up on campus at several convenient locations.



INTRODUCING THE NEW CORNELL APPRECIATION PORTAL

A new way for the Cornell community to recognize efforts, share encouragement, celebrate achievements, and appreciate one another!

Follow us



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 Effectiveness

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

(607) 254-6400

org_dev@cornell.edu

Office of Talent Attraction and Recruitment

For those seeking employment with Cornell University.

(607) 255-0056

mycareer@cornell.edu

