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.
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.
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
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.
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.
**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.

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**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]

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**Education, Certifications and Work Experience**

- High School Diploma
- Relevant Work Experience - Up to 2 years

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**Competencies**

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**Skills for Success**

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**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 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 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.
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.
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.
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!

Human Res

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

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.

CAREER MANAGEMENT TOOLKIT OVERVIEW
1. Learn About Yourself: Clarify and understand your interests, skills, and values.
2. Explore Careers: Seek out career or job opportunities that interest you.
3. Plan Your Next Steps: Set goals and develop knowledge and skills to enhance performance and 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 (IDP)
- Training
- Optional Resume
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.
Other Resources

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