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
You Are Here – Competencies

**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.

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 Attributes

- **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)*

**Education, Certifications and Work Experience**

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

**Competencies**

- 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 movement may be linear, or advance laterally into different colleges or units.
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 650 different job profiles within 14 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.
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
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.
Explore Training 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.

- Technical and Business Systems
- Career Skills
- Diversity and Inclusion
- Wellbeing workshops
Other Resources

Working at Cornell

Support For You At Work And Beyond

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

News & Announcements

HR Homepage

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

**Compensation Services**
*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