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
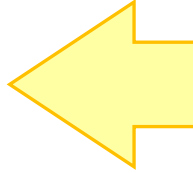
Administrative Asst II

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

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.

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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

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▸ 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.

- **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

- **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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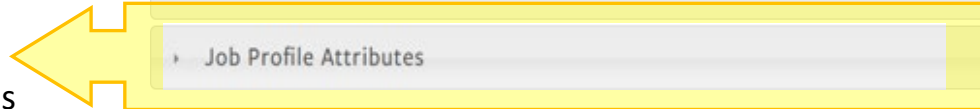
Ongoing Career Path Options

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.
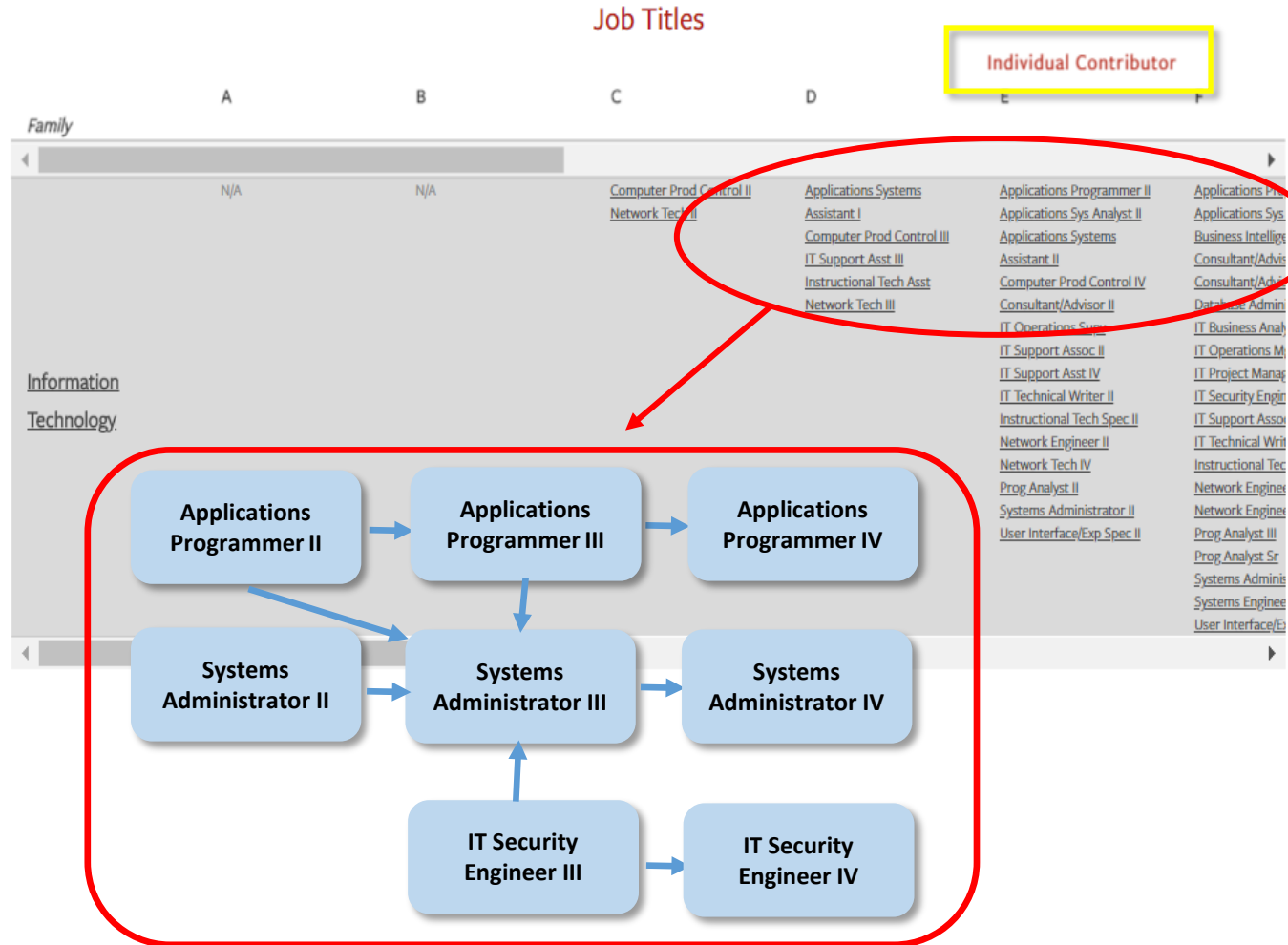
Management Job Profiles

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.

Job Titles

		Management Track		
E	F	G	H	I
N/A	Info Tech Area Mgr I	Info Tech Area Mgr II Info Tech Asst Dir I	Info Tech Assoc Dir Info Tech Asst Dir II	Dir Info Tech

IT Area Manager I → IT Area Manager II → IT Assistant Director I → IT Assistant Director II
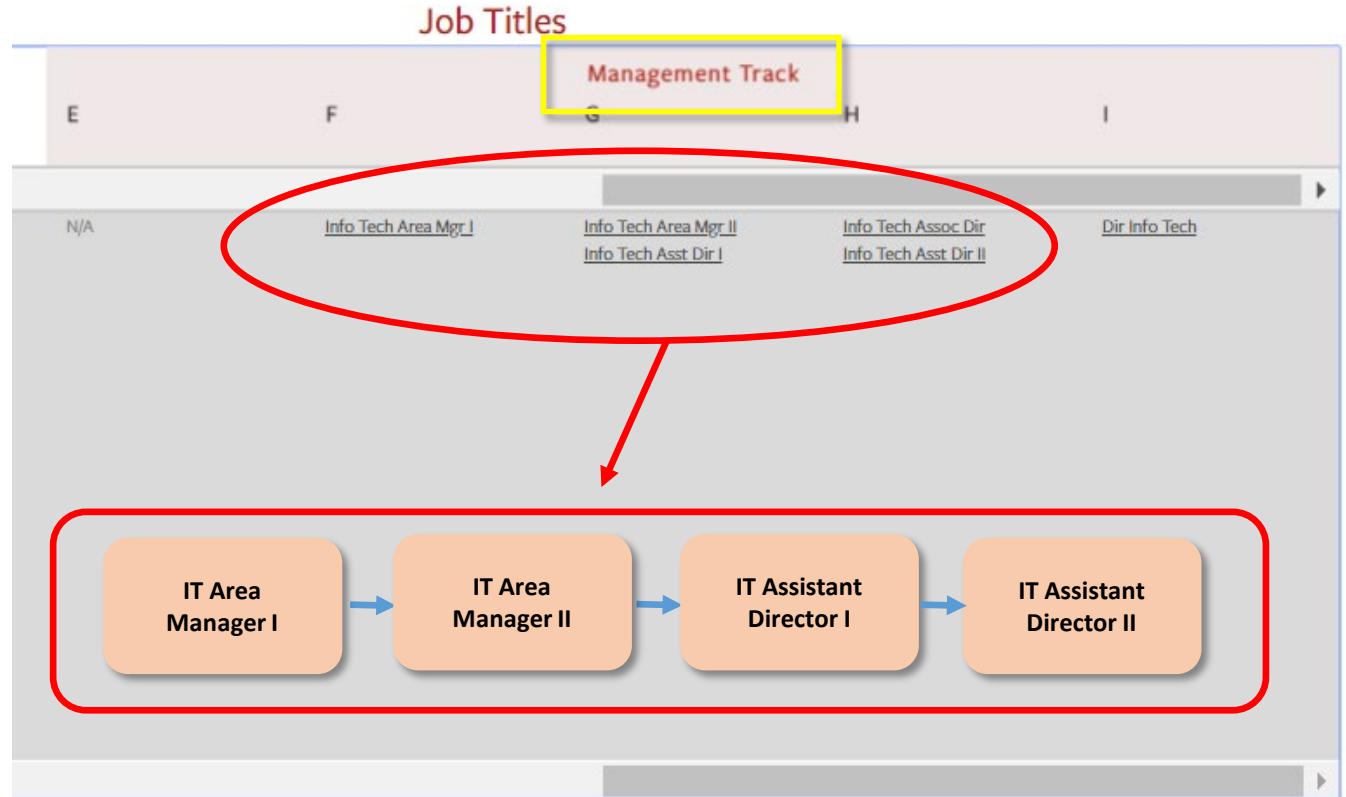
Career Path Examples

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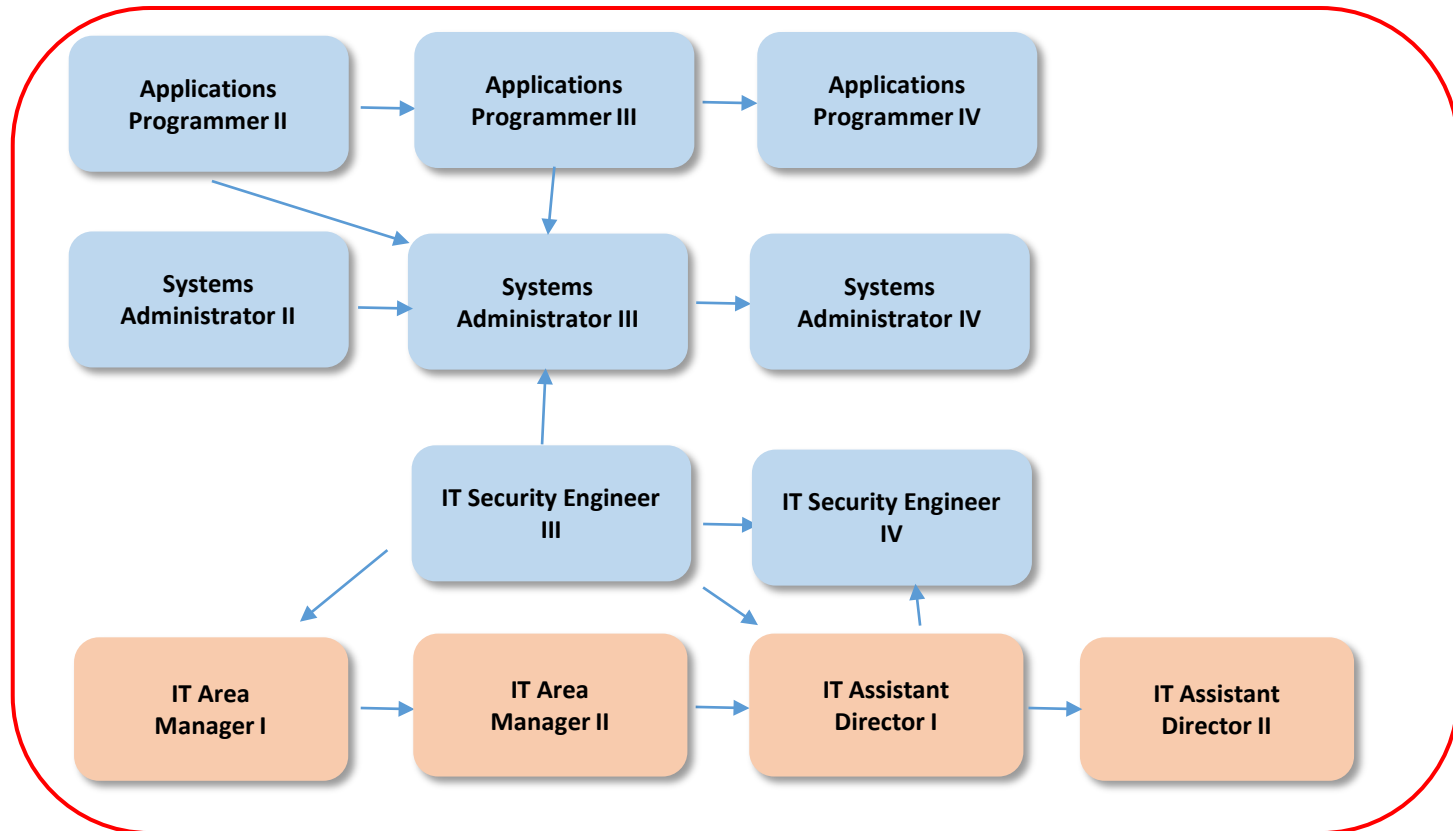
All Job Profiles

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 Progression

Administrative Asst II

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

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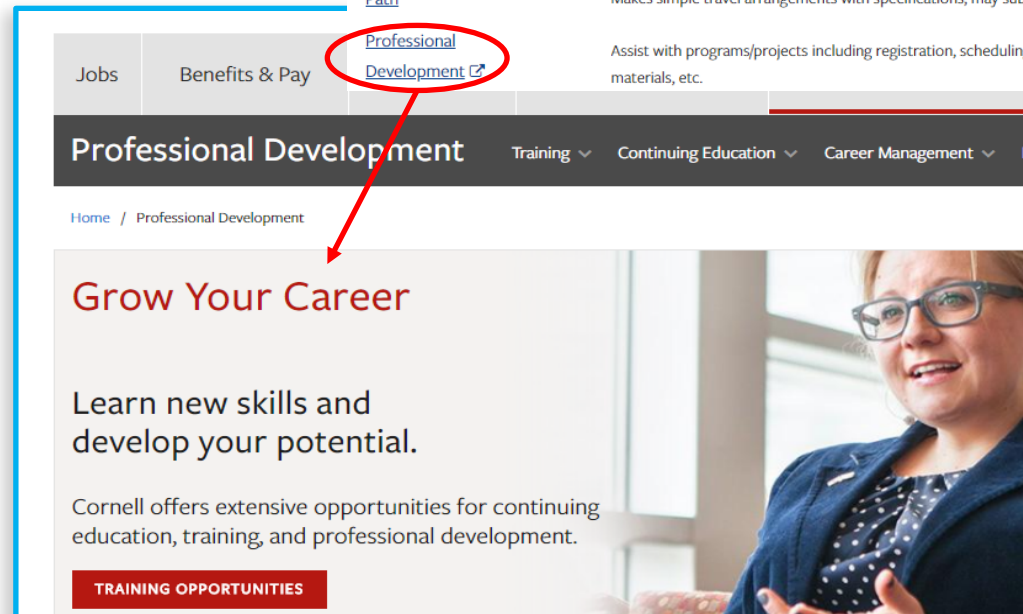
Assist with programs/projects including registration, scheduling presenters, fo materials, etc.

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.

Pages for: New Hires / Staff / Academics / Retirees

CORNELL UNIVERSITY · FOUNDED A.D. 1865

Human Resources

Jobs ▾ | Benefits & Pay ▾ | HR Policies ▾ | Wellbeing & Perks ▾ | Professional Development ▾ | Our Culture & Diversity ▾

Home / Jobs

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 reviews on Glassdoor
- Hear about support for underrepresented minorities
- Read Cornell's vision and goals for diversity

Navigating your Career Path

Professional Development

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