

Student Services Job Family: **Executive Education 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. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Executive Education Associate II INDIVIDUAL CONTRIBUTOR	Executive Education Associate III INDIVIDUAL CONTRIBUTOR	Director Executive Education MANAGEMENT
Manage the development, enhancement, and delivery of executive education programs presented for leaders.	Lead and manage a portfolio of new and ongoing programs to assist clients in achieving their business strategic objectives through educational solutions; research, design, deliver, and assess executive education programs.	Develop and to deliver a portfolio of Executive Education programs; facilitate collaboration pre-, post-, and during programs; oversee program design and implementation in partnership with a team of individuals focused on the financial, operational, and administrative aspects, with keen attention to and the responsibility for success in both content delivery and program logistics.
Negotiate and write client contracts; recruit and contract with faculty instructors.	Identify and link the needs of corporations with the resources available.	
Develop initial and continuing response to prospective clients and maintenance of ongoing client relationships.	Build effective working relationships with executive leadership teams at client companies.	Identify, develop, and manage relationships with clients seeking to build the capacity of leaders within their organization through Executive Education.
	Assist in managing Executive Education external business community relationships.	Build community relationships among Executive Education participants during programs and sustaining alumni relations.
	Responsible for contributing important market and client information to ensure effective internal decision-making.	Develop proposals and budgets and contribute to communication materials to market the program to prospective organizations.
Develop and maintain system to track program information.		Develop and execute monitoring and evaluation processes to track programmatic data and to apply lessons learned to future programs.

Executive Education Associate II INDIVIDUAL CONTRIBUTOR	Executive Education Associate III INDIVIDUAL CONTRIBUTOR	Director Executive Education MANAGEMENT
		Establish policies and procedures for executive education programs.
	May be responsible for Executive Education budget and oversee financial transactions.	Responsible for Executive Education budget and oversee financial transactions.
	Supervise staff in Executive Education.	Supervise staff in Executive Education.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11802 EXECUTIVE EDUCATION II, BAND F	11803 EXECUTIVE EDUCATION III, BAND G	10271 DIRECTOR EXECUTIVE EDUCATION, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor’s degree and 2 to 4 years relevant experience or equivalent combination	Bachelor’s degree and 3 to 5 years relevant experience or equivalent combination	Master’s degree and 5 to 7 years relevant experience or equivalent combination
IMPACT	Moderate impact	Substantial impact	Substantial impact
CONTACTS - INSIDE	Provide guidance Coordinate activities	Provide guidance Coordinate activities	Persuade others to take particular course of action Coordinate major activities
CONTACTS - OUTSIDE	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	Frequent contact dealing with confidential matters	Frequent contact dealing with confidential matters	Frequent contact dealing with highly sensitive matters

FACTOR PROFILE	11802 EXECUTIVE EDUCATION II, BAND F	11803 EXECUTIVE EDUCATION III, BAND G	10271 DIRECTOR EXECUTIVE EDUCATION, BAND H
SUPERVISION	Day-to-day supervisory direction to employees within the department	Day-to-day supervisory direction to employees within the department	Provide supervisory direction to other supervisors
COMPLEXITY	Frequently adapt, combine or make improvements to services, products, processes or programs. Work requires of reasoning skills and judgment	Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self direction
EFFECT OF DECISION MAKING	Directly affects multiple functional areas Limited effect on students and employees	Directly affects several departments within a college, school or administrative unit Significant effect on students and employees	Directly affects several departments within a college, school or administrative unit Significant effect on students and employees
WORKING CONDITIONS	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required