

CORNELL UNIVERSITY
STAFF POSITION DESCRIPTION

Date: 03/14/12

The university job title classification will be determined in accordance with the [Position Classification Process](#).
Please refer to the [Guidelines for Preparing the Staff Position Description](#) prior to completing this document.

Current Incumbent, if any: _____ Position #: _____
University Job Title: Association Temp Program Pay Band: _____
Working Title (if different): Field Research Technician Exempt: Nonexempt:
Department Name: CCE Saratoga – Cornell Northeast NY Fruit Program Dept Code: _____
Immediate Supervisor's Name and University Job Title: Kevin Iungerman – Extension Associate

POSITION SUMMARY and PREFERRED QUALIFICATIONS are combined for any associated posting.

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities.

Provide technical and program support to the NENYFP Extension Associate in carrying out research and outreach that will enhance the profitability and sustainability of Northeast NY's commercial orchards and vineyards. To primarily participate and assist in the collection and recording of data in research plots at the Cornell Baker Farm Wine Grape Trial, and potentially at other regional orchards and vineyards. Willsboro Grape Trial activities will include scouting for insect pests and disease risks, spraying as needed, and maintain good records. Assist with horticultural projects and educational programs for the Cornell Northeast New York Fruit Program.

20 - 40 hours/week in April, May, June, July, August, September, and October. Start and end dates flexible.

Position will be based at Cornell Baker Farm (Willsboro, NY) but duties may very occasionally occurring elsewhere in the NENYF Program Area (Albany, Saratoga, Washington, Essex, and Clinton Counties) and as agreed upon.

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

- Formal training of an Associate's degree; 6 months or greater experience or equivalent.
- Proven ability to work independently in collecting and summarizing data.
- Competence utilizing current PC or Apple computer technology, i.e. Office (Excel/Word), Internet.
- Excellent communication skills (both oral and written). Strong organizational skills and attention to detail; able to prioritize multiple time-sensitive activities and tasks.
- Excellent customer service skills; must be able to work effectively with a diverse clientele.
- Must be able to work outdoors in all types of weather.
- Will be expected to work flexible hours, occasional evenings and weekend as job functions require.
- Must be able to meet the travel requirements of the position.

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

Bachelor's Degree with coursework in horticulture, viticulture, agronomy, plant pathology, entomology. NYS Pesticide Applicator's License (Private or Commercial, or able to obtain). Experience supporting research projects, including data collection and summary. Experience working in agriculture or fruit production. Experience in pesticide handling, application.

Staff Skills for Success

(The following skills are essential for individual and organizational success)

SKILLS

EXAMPLES OF DEMONSTRATED BEHAVIOR

Inclusiveness

- Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
- Promotes cooperation and a welcoming environment for all
- Works to understand the perspectives brought by all individuals
- Pursues knowledge of diversity and inclusiveness

Adaptability

- Is flexible, open and receptive to new ideas and approaches
- Adapts to changing priorities, situations and demands
- Handles multiple tasks and priorities
- Modifies one's preferred way of doing things

Self Development

- Enhances personal knowledge, skills, and abilities
- Anticipates and adapts to technological advances as needed
- Seeks opportunities for continuous learning
- Seeks and acts upon performance feedback

Communication

- Demonstrates the ability to express thoughts clearly, both orally and in writing
- Demonstrates effective listening skills
- Shares knowledge and information
- Asks questions and offers input for positive results

Teamwork

- Builds working relationships to solve problems and achieve common goals
- Demonstrates sensitivity to the needs of others
- Offers assistance, support, and feedback to others
- Works effectively and cooperatively with others

Service-Minded

- Is approachable/accessible to others
- Reaches out to be helpful in a timely and responsive manner
- Strives to satisfy one's external and/or internal customers
- Is diplomatic, courteous, and welcoming

Stewardship

- Demonstrates accountability in all work responsibilities
- Exercises sound and ethical judgment when acting on behalf of the university
- Exercises appropriate confidentiality in all aspects of work
- Shows commitment to work and to consequences of own actions

Motivation

- Shows initiative, anticipates needs and takes actions
- Demonstrates innovation, creativity and informed risk-taking
- Engages in problem-solving; suggests ways to improve performance and be more efficient
- Strives to achieve individual, unit, and university goals

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.

| | Approximate % of time, Annualized |
|--|-----------------------------------|
| <p>Provide technical and program support to Extension Associate Kevin Iungerman in carrying out research and outreach that will enhance the profitability and sustainability of the commercial grape, and also apple, industry in Northeastern New York. Field work will include:</p> <ul style="list-style-type: none"> • Travel to research plots to collect data in Essex and Clinton Counties. • Note and record vine phenology progression and input data into Excel spreadsheet and/or data base program per provided instruction. • Scout for diseases, insects, or other biotic and weather damage caused in research plots and maintain good records. • Apply needed pest management intervention upon consultation with Extension Associate. • Assist with crop sampling, harvests, and measuring and recording yields. • Assist in other Fruit Program fieldwork in commercial vineyards and orchards as needed. • Ensure that all farm and laboratory protocols and procedures adhere to safety requirements. | 75% |
| <p>Office and administrative work will include:</p> <ul style="list-style-type: none"> • Data entry of research information using Microsoft office programs. • Assist in volunteer coordination and logistical set up for educational meetings. | 20% |
| Other duties as assigned | 5% |

TOTAL 100%

EEO/EPO

- Embrace and appreciate diversity in all interactions with clientele, staff, volunteers, and the public.
- Follow CCE policies regarding equality in employment and opportunity.

Additional Comments: Use extra pages if necessary

Must have reliable transportation (Mileage reimbursed beyond normal home to Baker Farm Commute.)

Possibility of an extended employment period, and / or comparable employment in 2013.

FOR EACH FACTOR BELOW, CHECK THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION

Please double-click the appropriate box and then choose the option "Checked".

MINIMUM EDUCATION EQUIVALENCY:

- High School Diploma
- Training 6 months to 1 year, technical trade-no degree
- Associate's Degree
- Bachelor's Degree
- Training beyond Bachelor's, less than Master's Degree
- Master's Degree
- PhD/EdD/JD/ or LLB
- MD/DVM

MINIMUM JOB-RELATED EXPERIENCE:

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 to 5 years
- 5 to 7 years
- 7 but less than 10 years
- More than 10 years

ACCOUNTABILITY THROUGH SCOPE OF IMPACT:

- Limited; immediate group/department
- Moderate; beyond the department
- Substantial; beyond college/admin unit
- Significant; beyond university

INTERACTION WITHIN UNIVERSITY:

- Receive/provide information
- Assist others; provide/obtain cooperation
- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; considerable diversity, highly sensitive and/or confidential

INTERACTION WITH STUDENTS:

- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues or provide instruction on more complex equipment

INTERACTION OUTSIDE UNIVERSITY:

- Limited
- Conduct straightforward business; provide information
- Conduct complex business; provide/receive/analyze/develop guidance and advice
- Develop/make presentations and negotiate

DIRECTING OTHERS:

- No responsibility for others
- Occasional guidance to co-workers
- Supervises others who perform similar work
- Supervises, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

COMPLEXITY OF WORK / DECISION-MAKING:

- Predominantly follows established procedures, practice, policy; makes routine decisions within prescribed limits
- Occasionally adapts procedures to resolve unusual cases; make some decisions requiring consideration of criteria
- Frequently adapts procedures to resolve questionable cases; often makes decisions requiring consideration of criteria
- Occasionally develops practice, suggests policy changes to resolve difficult cases
- Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and address emerging organizational change
- Regularly develops policy to address organizational change; regularly makes policy-setting decisions

SCOPE OF DECISION-MAKING ACTIVITY:

- Functional area within department or minimal student/employee effect
- Multiple functional areas with limited student/employee effect
- Entire department or moderate student/employee effect
- Several departments or significant student/employee effect

DIRECTION RECEIVED:

- Detailed instructions or guided by standard policy/procedure
- General Supervision
- Very general direction
- Little guidance; considerable latitude for exercising judgment and self-direction

SUPPORT SKILLS-WRITING

- Limited writing required
- Usually issues standard responses
- Frequently writes non-standard responses
- Frequently writes extensive, non-standard responses based on specialized knowledge, interpretation of data and/or research

SUPPORT SKILLS-COMPUTER

- Limited use of computers; uses basic communication and time-collection tools
- Uses basic business/technical programs/applications to perform responsibilities
- Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis
- Uses a wide-variety of advanced and complex business/technical programs/applications to manage data, systems, and information technology infrastructure; applies programming skills
- Applies advanced programming skills for wide-variety of advanced and complex business/technical programs/applications to refine/develop systems, information technology, and data infrastructures.

WORKING CONDITIONS

ESSENTIAL PHYSICAL REQUIREMENTS*

- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

VISUAL

- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

HAZARDS

- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

* Check applicable level after considering reasonable accommodations.

Revised 3/12