



Work-Study: Skills Development List

Purpose:

In an effort to better prepare students for resume development, job searches, and employment after college, the Office of Scholarships and Student Aid (OSSA) has teamed up with University Career Services (UCS) to help students build their professional skills as part of the Work-Study Program. OSSA, in collaboration with UCS, developed a list of the top work-based skills & competencies for new employees sought by companies hiring UNC students. The list of skills was then grouped into 7 key areas identified by UCS as “Career Readiness Competencies”.

The WS program will require employers to identify 3 or more skills from these 7 Competencies that students will be using as part of their work-study position. These skills will be listed during the creation of each work posting, and students will be evaluated regarding their utilization and development of these skills during evaluations. UCS will help work-study students utilize these skills and their experiences with the WS program to develop better job application materials, become better at discussing these competencies during application/interview processes, and utilizing their developed skills to become superior job applicants.

In the document below, you will find a list of the job skills grouped by Career Readiness Competency. This list is also available when constructing a position in JobX through a dropdown menu.

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Professionalism & Work Ethic

- Accountability
- Decision making
- Enterprise
- Flexibility and adaptation
- Initiative
- Interpersonal/social management
- Multi-tasking
- Opportunity identification
- Organization
- Perseverance
- Planning
- Prioritization
- Reliability
- Resilience
- Scheduling
- Self-improvement
- Self-motivation
- Stress tolerance
- Tenacity
- Time management
- Work ethic
- Working under pressure
- Other professionalism skills
- Other work ethic skills

Career Management

- Abstract learning
- Appreciative thinking
- Career planning
- Critical thinking
- Hands-on learning
- Language/Jargon usage
- Self-assessment
- Self-learning
- Skills development
- Teaching/Instruction
- Other career management skills

Creativity & Problem Solving

- Analysis
- Auditing
- Communicating results
- Conclusion drawing
- Critical thinking
- Data analysis
- Decision making
- Deductive reasoning
- Evaluation
- Goal definition/Goal setting
- Information quality control
- Innovation and creativity
- Literature review
- Organizing
- Planning
- Problem solving
- Qualitative data analysis
- Quantitative data analysis
- Research
- Resolution development
- Risk/reward assessment
- Strategic analysis
- Strategic planning
- Other creativity skills
- Other problem solving skills

Global Perspective

- Diversity appreciation
- Foreign language skills
- Global mindset
- Inclusiveness
- Intercultural communication & competence
- Public service mindset
- Understanding differences
- Other global perspective skills



Communication

- Client Management
- Communicating with tact
- Customer Service
- Editing
- Email communication
- Foreign language skills
- In-Person Communication
- Intercultural Communication
- Interpersonal Communication
- Listening
- Nonverbal communication
- Presentation development
- Presenting skills
- Public speaking
- Report writing
- Social media management
- Technical writing
- Verbal communication
- Written communication
- Other communication skills

Technical Application

- Applied experience
- Big data analysis
- Coding and programming
- Computer skills
- Equipment skills
- Field-specific technical skills
- Hands-on technical skills
- Product development
- Social media management
- Software skills
- Technical project management
- Technical writing
- Technique skills
- Other technical application skills

Teamwork, Collaboration, & Leadership

- Adaptation
- Coaching
- Collaboration
- Communication
- Conflict management
- Conflict resolution
- Consensus building
- Delegation
- Evaluation
- Feedback
- Goal Setting
- Instructing others
- Interpersonal skills
- Leadership
- Listening
- Management
- Managing up
- Mentoring
- Motivation
- Negotiation
- Peer Instruction
- Peer learning
- Peer planning
- Peer coordination
- Persuasion
- Project management
- Team building
- Team communication
- Teamwork
- Other teamwork skills
- Other collaboration skills
- Other leadership skills