



## Federal Work Study Position Description

**Department/Unit:**

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**Approving Supervisor:**

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**Immediate Supervisor(s):**

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**Job Description:**

**Job Requirements:**

**Relevant majors,  
if applicable:**

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**Knowledge, Skills, Abilities,  
and other factors the  
student(s) will be using:**

*Employers: Please select 3 or more skills on the attached list of skills that students will use as a part of their Federal Work Study position on pages 2 – 4.*

**Number of available  
positions:**

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# Federal Work Study: Competency Skills List

## Purpose

The Office of Scholarships & Financial Aid is committed to helping students build their professional skills as a part of the Federal Work Study program. Our goal is help students with resume development for future job searches and employment after college. The list below has skills grouped into seven (7) key areas that employers look for in employment-based skills & competencies for new employees.

We strongly encourage all departments/units to identify three (3) or more skills from these seven competencies that students will be using as part of their Federal Work Study position. The selected skills will be given to the students as a part of the job listing. Our students can utilize the skills and their experiences with the FWS program to develop their job application materials, with the goal of helping students become better at discussing competencies during the application/interview process. They can use their developed skills to become excellent job applicants after college.

Below, you will find the seven areas of competency, with descriptive words that you can choose to list as a part of your Federal Work Study Position Description. To select the skill, select the check box next to the desired skill.

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## Seven Competencies

1. Professionalism & Work Ethic
2. Career Management
3. Creativity & Problem Solving
4. Global Perspective
5. Communication
6. Technical Application
7. Teamwork, Collaboration, & Leadership

## 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-Motivation
- Stress Tolerance
- Tenacity
- Time Management
- Work Ethic
- Working under pressure

## Career Management

- Abstract Learning
- Appreciative Thinking
- Career Planning
- Critical Thinking
- Hands-On Learning
- Self-Learning
- Teaching/Instruction

## Creativity & Problem Solving

- Analysis
- 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
- Strategic analysis
- Strategic planning

## Global Perspective

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

## **Communication**

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

## **Technical Application**

- Applied experience
- Big data analysis
- Coding and programming
- Computer skills
- Equipment skills
- Hands-on technical skills
- Product development
- Social media management
- Software skills
- Technical project management
- Technical writing
- Techniques Skills

## **Teamwork, Collaboration, & Leadership**

- Adaptation
- Coaching
- Collaboration
- Communication
- Conflict management
- Conflict resolution
- Consensus building
- Delegation
- Evaluation
- Feedback
- Goal Setting
- Interpersonal skills
- Leadership
- Listening
- Management
- Mentoring
- Motivation
- Negotiation
- Peer Instruction
- Peer planning
- Peer coordination
- Persuasion
- Team building
- Teamwork