

As you develop your department’s work study position(s), consider exposure students will have to develop any of the [NACE 8 Career Readiness Competencies](#) (also outlined below). Whether the work study position in your office is the first work experience a student will have or is among many jobs the student has held, it offers an opportunity to build career readiness skills employers are seeking of our students when they graduate. Use this worksheet to develop your work study job description with the competencies in mind.

When you post your position to Handshake, make sure to include all of the details in the student development plan, including the requisite skills and the list of competencies students will develop within the position.

For a copy of the Work Study Description & Development Plan, click [here](#).

SAINT JOSEPH’S UNIVERSITY Work Study Description & Development Plan

<p>Position Job Title: Note: Consider creating different types of work study positions in your office if you have a need for specific skill sets. For example: social media, data and research, office operations.</p>	
<p>Position Description: Note: Outline Roles and Responsibilities, a summary of any projects the student may work on, and the skills you’re seeking for this position.</p>	
<p>Required Skills:</p>	
<p>Career Readiness Competencies to be applied/developed while working in this role (**Be sure to include this list when posting your position to Handshake.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Career & Self-Development <input type="checkbox"/> Communication <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Equity & Inclusion <input type="checkbox"/> Leadership <input type="checkbox"/> Professionalism <input type="checkbox"/> Teamwork <input type="checkbox"/> Technology

Career Readiness Competencies and example behaviors and tasks

Competency	Example Behaviors	Example Tasks
<p>Career & Self-Development: Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.</p>	<ul style="list-style-type: none"> ● Display curiosity; ● Seek out opportunities to learn; ● Assume duties or positions that will help one progress professionally; ● Seek and embrace development opportunities. 	<ul style="list-style-type: none"> ● Provide administrative support for faculty research ● Provide office administrative support ● Interact with faculty, staff, students, and guests
<p>Communication: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.</p>	<ul style="list-style-type: none"> ● Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities; ● Communicate in a clear and organized manner so that others can effectively understand; ● Ask appropriate questions for specific information from supervisors, specialists, and others; ● Promptly inform relevant others when needing guidance with assigned tasks. 	<ul style="list-style-type: none"> ● Answer phones ● Take thorough and clear messages ● Communicate with guests ● Create/send department newsletters ● Schedule appointments ● Check in and check out with supervisor; provide updates to team and incoming work study. ● Provide clear and effective email communication
<p>Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.</p>	<ul style="list-style-type: none"> ● Make decisions and solve problems using sound, inclusive reasoning and judgment; ● Proactively anticipate needs and prioritize action steps; ● Multi-task well in a fast-paced environment. 	<ul style="list-style-type: none"> ● Identify the need for support and elevate to supervisor, as necessary. ● Take initiative to solve problems and address issues ● Multi- task and prioritize
<p>Equity & Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.</p>	<ul style="list-style-type: none"> ● Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities; ● Keep an open mind to diverse ideas and new ways of thinking; ● Demonstrate flexibility by adapting to diverse environments. 	<ul style="list-style-type: none"> ● Provide warm and respectful welcome to all guests ● Demonstrate office and university values during interactions with team and guests. ● Provide accommodation to visitors and team to support their work. ● Add closed captioning to videos
<p>Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.</p>	<ul style="list-style-type: none"> ● Seek out and leverage diverse resources and feedback from others to inform direction; 	<ul style="list-style-type: none"> ● Provide support and training to new work study students ● Take initiative to solve

	<ul style="list-style-type: none"> ● Use innovative thinking to go beyond traditional methods; ● Serve as a role model to others by approaching tasks with confidence and a positive attitude 	<ul style="list-style-type: none"> ● problems and address issues ● Communicate regularly with supervisor
Competency	Example Behaviors	Example Tasks
<p>Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.</p>	<ul style="list-style-type: none"> ● Be present and prepared; ● Demonstrate dependability (e.g., report consistently for work or meetings); ● Prioritize and complete tasks to accomplish organizational goals; ● Consistently meet or exceed goals and expectations.; ● Have an attention to detail, resulting in few if any errors in their work. 	<ul style="list-style-type: none"> ● Handle confidential information ● Show up on time and check in on arrival ● Follow appropriate dress code for the work environment ● Maintain organized and clean work station
<p>Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.</p>	<ul style="list-style-type: none"> ● Listen carefully to others, taking time to understand and ask appropriate questions without interrupting; ● Employ personal strengths, knowledge, and talents to complement those of others; ● Exercise the ability to compromise and be agile; ● Build strong, positive working relationships with supervisor and team members/coworkers. 	<ul style="list-style-type: none"> ● Check in and check out with supervisor; provide updates to team and incoming work study. ● Collaborate on special projects ● Gain understanding of office systems and work flow
<p>Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.</p>	<ul style="list-style-type: none"> ● Use technology to improve efficiency and productivity of their work; ● Identify appropriate technology for completing specific tasks; ● Quickly adapt to new or unfamiliar technologies. 	<ul style="list-style-type: none"> ● Assist with webpage updates and social media posts ● Add closed captioning to videos ● Create and send department newsletters/social media ● Learn office software and platforms