COLORADO COLLEGE

Student Employment Learning Competencies

Learning competencies are used in partnership with the Career Center to ensure students know the transferable skills they will gain during their on-campus jobs and will later use as they enter the workforce.

Please identify **at least five** of the twelve competencies that will be gained working in this position.

The five learning competency titles must be selected on the JotForm.

The same learning competencies, including the bullet-point descriptions (aka learning targets) on this document, need to be included at the bottom of the job description on the Handshake post.

Learning Competencies are listed on the next pages. Copy and paste from this document into Handshake, for best results.

Colorado College is an equal opportunity employer committed to increasing the diversity of the college community and to not discriminating in its employment practices or educational programs and activities on any basis protected by law, e.g., race, color, national or ethnic origin, sex, age, religion, gender identity or expression, marital status, veteran status, disability, or sexual orientation.

1) Work Ethic
   a. Consistently works energetically to accomplish tasks
   b. Takes responsibility for work that needs to get done
   c. Does the best job possible in all situations
   e. Does not carry out non-work activities during work

2) Time Management
   a. Uses time effectively while at work for maximum productivity
   b. Consistently meets all work deadlines unless unanticipated and unavoidable interruptions arise
   c. Takes on additional tasks and fits them into schedule when necessary

3) Work Quality
   a. Organize work/duties efficiently and effectively
   b. Prioritizes tasks appropriately
   c. Carries out work accurately
   d. Attention to detail
   e. Completes work on or ahead of schedule
   f. Responds to specific inquiries/requests in a timely manner

4) Professionalism/Customer Service
   a. Dress/presentation is appropriate to work position
   b. Arrives punctually for work and remain for entire scheduled time
   c. Does not miss scheduled work except in emergency circumstances
   d. Interacts professionally and courteously with supervisor (as relevant) and others
   e. Speaks with tact, composure, and diplomacy in all circumstances
   f. Monitors own performance and actively seeks feedback for improvement
   g. Supports others in behaving professionally
   h. Reliability is demonstrated with by showing commitment to work schedules and the needs of the department through consistent attendance

5) Initiative
   a. Works independently on tasks, problem-solving
   b. Asks for clarification or further information where necessary
   b. Resolves issues or potential issues proactively
   c. Acts resourcefully to accomplish job when supervisor is not available
   d. Continually learns new skills and information where relevant
   e. Uses mistakes to further own knowledge and competence

6) Technical Knowledge
   a. Uses general computer skills necessary to complete tasks
   b. Uses specific computer software (Excel, etc.) necessary to complete tasks
   c. Uses technical skills other than those related to computers (photocopying, etc) to complete tasks
   d. Uses technical academic knowledge (e.g. statistics) to complete tasks
   c. Learns and understands new programs and/or technologies to successfully accomplish assigned work duties

7) Problem-Solving

a. Articulates nature of problem that needs to be solved
b. Describes information/tools needed/available to solve problems
c. Solves straightforward problems by working through them
d. Solves challenging/ill-defined problems by applying sound reasoning, critical thinking, creativity, analysis, etc.
e. Obtains, uses, and interprets facts and other information to solve problems
d. Follows established policies, procedures, and practices

8) Analysis
a. Reasons through complicated situations with incomplete information
b. Breaks problems or situations down into constituent parts
c. Explains how different parts related to each other
d. Draws implications from analysis

9) Ethical Behavior
a. Makes decision based on ethical standards rather than bias or potential gain
b. Takes action based on ethical standards rather than bias or potential gain
c. Articulates and exemplifies the core values of CC (honor, respect, and integrity) and is able to explain how they affect their position
d. Explains implications of CC core values (honor, respect, integrity) for work position and responsibilities
e. Conscientiously avoids conflicts between personal/private interests and CC responsibilities, including (but not limited to) confidential information, financial transactions, and personal relationships

10) Appreciation of Diversity
a. Listens to different perspective non-defensively and without anxiety
b. Learns from people of different backgrounds or perspectives
c. Works productively with people from different backgrounds, or with difference perspectives
d. Forges professional relationships with people of different backgrounds or perspectives

6) Communication Skills
a. Writes clearly, effectively, and with proper audience(s) in the mind within context or position
b. Speaks clearly, effectively, and with proper audience(s) in mind within context of position
c. Writes clearly, effectively, and with proper audience(s) in mind within context of position
d. Utilizes good listening practices

5) Team Work
a. Works effectively with others
b. Uses conflict resolution skills to resolve or defuse disagreements
c. Articulates team goals and wants to reach those goals
d. Develops and maintains positive relationships with team members
e. Acts in ways that influence team members positively
d. Develops understandings of larger work-related matters such as

human motivation, conflict management, group dynamics, and effective work processes