

The Roche Family **Center for Career Development**

THE UNIVERSITY OF SCRANTON

CAREER COMPETENCY
STAFF TOOLKIT



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Our Center

The Roche Family Center for Career Development strives to meet the unique needs of students and alumni, meeting them where they are in their career journey, and providing support for them to develop career competencies as they discern and pursue their paths with purpose.



According to NACE, almost 70% of employers report using skills-based hiring practices, evaluating candidates on their skills rather than traditional credentials like degrees and work history.



NACE Career Competencies

The NACE (National Association of Colleges and Employers) competencies are a set of skills and attributes that employers seek in college graduates.

Help students become **ROYAL READY**



LEARNING GOAL

COMPETENCY

Eloquentia Perfecta

The ability to use speech and writing effectively, logically, gracefully, persuasively, and responsibly.



Communication

Clearly & effectively exchange information, ideas, facts, and perspectives with persons.

Critical Understanding

The ability to make sound judgements in complex and changing environments.



Critical Thinking

Identify and respond to needs based on an understanding of situational context and logical analysis of relevant information.



Technology

Understand and leverage technologies ethically to complete tasks and accomplish goals.

Cura Personalis

Recognition of the value and dignity of the whole person, emphasizing the needs of each individual, encompassing their intellectual, emotional, spiritual, and physical well-being.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals while respecting differing viewpoints.

Magis

Habits of intellectual curiosity, honesty, humility, and persistence. Pursuit of excellence in all things.



Professionalism

Knowing work environments differ greatly, understand & demonstrate effective work habits, & act in the interest of the common good.



Career & Self Development

Proactively develop oneself and career through personal & professional learning, awareness of one's strengths.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

CONNECT THE DOTS



STUDENT LEADERS

One way to highlight the skills and competencies students are developing as a student leader is to outline this information in their roles.



Explicitly highlighting this language for students will help them better understand how what they are learning connects to their future opportunities. Students can use this information to build resume bullets, answer questions in interviews, and complete graduate applications.

Not all competencies may be applicable in each role.

COMMUNICATION

“As a PACT Facilitator, you will build your verbal communication skills through large group presentations to educate new students in the Scranton community. You will be able to answer questions of students in each session and share the information professionally and effectively.

TEAMWORK

“As an Orientation Assistant, you will build your teamwork skills through various small group activities which will task you with working effectively toward a common goal and working collaboratively to create a positive experience for incoming students.”

CRITICAL THINKING

“As a USPB Board Member, students will be able to strengthen their critical thinking skills by providing events that match the interest of the student body. Students will be responsible for event creation, implementation, and promotion all within the timeline of the semester.”

CONNECT THE DOTS



STUDENT LEADERS

TECHNOLOGY

“As work study student, you will learn how to navigate the Handshake platform to manage student appointments for Career Development and check students in for campus events.”

LEADERSHIP

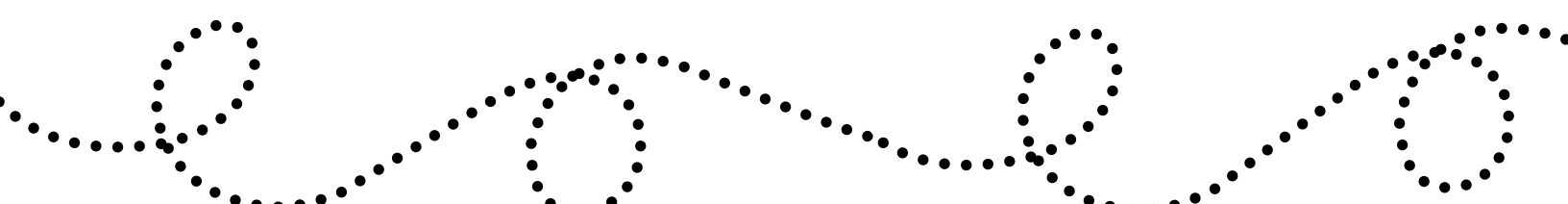
“As a Peer Health Education, you will be tasked with creating community among Scranton peers to promote health and wellness through the dimensions of wellness. This will require students to take ownership of projects and events and demonstrate campus leadership through encouragement of peers.”

PROFESSIONALISM

“Royal Ambassadors will be held accountable for showing up on time during scheduled shifts and conducting themselves in a professional manner that represents the University with a positive spirit. Royal Ambassadors will act accordingly when working with families and prospective students for visits and campus events. Students will be responsible for communicating to their supervisor of any circumstances preventing them to do so.”

CAREER & SELF DEVELOPMENT

“This internship is intended to help students develop their interests within the field and explore their options within those interests. Students are encouraged to seek out more information and guidance to aid in this process.”



HOW WE *can help*

Resumes & Cover Letters
Graduate School Preparation
LinkedIn & Networking
Career Decision-making
Interview Prep/Mock Interviews
Headshots
Royal Threads Clothing Closet



Presentations
Workshops
Alumni Panels
Career Expos
Trainings

COLLABORATE with us



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CONNECT with us