

Reframing Your Skills

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The Agenda

Skill translation

Your future job descriptions

Translating your now to your future

Group work!

Report back

Assess me (please)

Translating What You Do

- How would you describe what you do to a 5 year old?
 - Not: I run degree audits!
 - But: I help students figure out what classes they've taken and what they still have left
- What is implied in what you do?
 - Not: Unjam the copier
 - But: troubleshoot office technology
- Not: Sit in a number of meetings
- But: Work collaboratively with faculty, staff, and administrators to meet common goals

Let's practice!

What is something an advisor does and how would you translate it?

Your future job descriptions

Assistant Dean of Campus Life, Winston-Salem State Univ

- Master's degree and a minimum of three years of related experience in higher education/Student Affairs, at least two years in a management or director-level position.
- Must have extensive experience in student leadership program development and implementation.
- Demonstrated leadership experience in campus life operations.
- Demonstrated experience in hiring and leading professional staff and student employees.
- Must have extensive experience in budget management.
- Must be knowledgeable of assessment and data-driven decision making.
- Schedule requires frequent evening and occasional weekend working hours.
- Demonstrated ability to establish and maintain collaborative and effective working relationships with students, faculty, staff, and administration.
- Experience in operational planning, policy development, and outcome/needs assessment.
- Must be skilled in conflict resolution, crisis/risk management.
- Ability to effectively communicate, in written and oral format, to students, staff, professional colleagues, governing boards, and the general public

**Academic Advisor II,
Univ of Central FL**

Assist in the development of programs to enhance student engagement.

Translate Skills

- Event planning, time management, resource management, person management, budget planning
- Understanding of fundamentals of student engagement, student development, and student success
- Development of learning outcomes
- Assessing program success
- Offering programs outside of regular working hours (open house, evening advising, etc)
- Working with colleagues, supervising students/staff?

**Assistant Dean of Campus Life,
Winston-Salem State Univ**

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Vice President for Student Life, Univ at Buffalo

Slide 1

- experience in **planning, implementing or leading new student life initiatives or programs**;
- proven record of **effectively collaborating** with institutional leadership to advance the work of the office;
- **exceptional communication skills** in conveying the strategic goals and objectives of programs
- a strong **student advocate** and **compassionate mentor** who demonstrates a **proactive approach in dealing with student issues** and has experience in the **handling and resolution of conflict**
- a creative, progressive, passionate leader with a **strong student-oriented focus**;
- a **good listener** who can **synthesize information**, get others on-board, and articulately explain divisional goals and initiatives to individuals outside of student affairs;
- strong **budget management skills** and financial acumen, with the ability to think entrepreneurially with regard to revenue generation;

Vice President for Student Life, Univ at Buffalo

Slide 2

- a demonstrated commitment to **supporting underrepresented students** and **championing social justice**;
- **skill in working with administrators, faculty, staff and students** in a climate of openness and transparency, integrity, trust, mutual respect and collaborative problem solving;
- possess **excellent crisis management skills** and the ability to appropriately de-escalate conflict situations.
- **knowledge of national best practices** in student life, including the ability to use research, data and assessment to guide decision-making;
- bring **systems-oriented thinking** to the role, combining excellent **organizational and management skills** to improve policies, practices, and protocols;
- be **approachable, optimistic, intellectually curious** with personal warmth, generosity of spirit, a can-do attitude, strong resilience in the face of criticism and a good sense of humor;

Academic Advisor I, Texas State University

Advise students in interpreting degree audit reports and transcripts.

Translate skills

- Listen to and work with students
- Understand course requirements
- Understand learning outcomes
- Investigate course/degree/program requirements
- Audit documents to match requirements
- Understand & explain institution processes/systems for credit and program attainment
- Work within SIS to obtain audits and transcripts

VP for Student Success, University at Buffalo

- be approachable, optimistic, intellectually curious with personal warmth, generosity of spirit, a can-do attitude, strong resilience in the face of criticism and a good sense of humor
- bring systems-oriented thinking to the role, combining excellent organizational and management skills to improve policies, practices, and protocols;
- skill in working with administrators, faculty, staff and students in a climate of openness and transparency, integrity, trust, mutual respect and collaborative problem solving;
- exceptional communication skills in conveying the strategic goals and objectives of programs related to student life and the student experience;

Practice together

Academic Advisor I, Texas State University

- Coordinate, plan, and prepare for advising sessions.
- Advise students in interpreting degree audit reports and transcripts.
- Explain complex academic policies, perform complicated grade point average calculations, and provide referrals to other offices and services on campus.
- Provide accurate information about educational options, academic requirements, and university policies.
- Maintain confidential student files and records through accurate and thorough documentation.
- Recognize and address the needs and concerns of a diverse student population.
- Provide general information and outstanding customer service to prospective students, parents, and other members of the public.
- Participate in University efforts toward recruitment and retention, such as Bobcat Day, New Student Orientation, and any other university function related to this position.
- Assist with ongoing assessment of advising services.

Practice as Small Groups

Goals of Small Groups

Review job descriptions

Translate the skills in the job description

Reflection questions:

How does this relate to your work?

Do you see yourself in this job description?

How does building the skill of translating what you do feel?

We're Back!

- How does it feel to have translatable skills?
- What did you learn from each other?
- What haven't we covered?

Assess Me (please)

Feedback

- Was this useful?
- Did you learn something?
- What did you learn?
- How are you going to move forward?
- What do you wish we answered?

About me

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