

Competencies



ADAPTABILITY Works effectively in changing situations, and with diverse individuals and groups. Demonstrates flexibilities in responding to changes and new opportunities. Remains focused in the face of ambiguity or strenuous demands.

TEAMWORK AND INCLUSION Listens to others and communicates articulately, fostering open communication. Works respectfully and collaboratively with others to achieve results. Promotes a safe and inclusive environment that provides for the open exchange of ideas. Establishes, sustains and fosters professional relationships in order to build, enhance and connect networks for work purposes.

CONTINUOUS LEARNING Identifies and addresses learning and development needs to enhance own performance. Stays abreast of developments within profession and generates viable, new approaches and solutions when applicable. Uses software and information/knowledge technology to accomplish work efficiencies.

ACHIEVEMENT ORIENTATION Focuses efforts on achieving high quality results consistent with the organization's goals while supporting the College's ethics and values. Deals with situations and issues proactively and persistently, seizing opportunities that arise.

CLIENT FOCUS Provides excellent service to internal and/or external clients. Demonstrates "human touch" with students, alumni and other stakeholders. Consistently seeks ways to improve outcomes and enhance services and seeks to understand client needs.

CRITICAL JUDGMENT Evaluates ideas and information while referring to objective criteria to reach rational conclusions. Understands and processes complex information and exercises sound judgment, considering the situation, the issues, the key players, and levels of authority involved. Proposes solutions that further the objectives, priorities and vision of the organization. Organizes time, work and resources to accomplish objectives in effective and efficient ways.

DIVERSITY & INTERCULTURAL UNDERSTANDING Provides excellent service to internal and/or external clients. Demonstrates "human touch" with students, alumni and other stakeholders. Consistently seeks ways to improve outcomes and enhance services and seeks to understand client needs.