

DOMAIN COMPETENCIES

Choose from the following list those competencies and descriptive behaviors that are important to the successful performance of the position you are seeking to describe, recruit and select for, evaluate and/or manage.

Analytical thinking: Gathers all relevant information and looks at all aspects of a situation taking a step by step approach; Examines, analyzes and interprets a situation perceiving cause and effect relationships; considers all implications and possible outcomes.

Coaching/ Mentoring: Is supportive and good at hand holding. Assesses strengths and developmental needs of employees/clients; provides challenges and opportunities for growth and development; coach to prevent/diffuse conflict. Builds skills and confidence to improve performance.

Creativity/ Innovative: Combines knowledge and imagination to generate new ideas and possibilities utilizing existing resources; Seeks to get maximum use of all resources available; enhances services; thinks out of the box. Recognizes the need for a new or modified approach; inventive and resourceful.

Detail Oriented: Meticulous, accurate; pays close attention to process; exacting; painstaking.

Fact-finder/Investigator: Evaluates and questions information and exercises judgement. Makes no assumptions. Ensures findings present an objective and balanced picture of the situation. Does not accept the status quo, inquisitive, probing, leaves no stone unturned.

Marketing: Develop or create value or desirability for the institution. Create or effect a vivid or graphic representation or image of your ideas. Conveys enthusiasm and energy about goals/mission.

Mental Dexterity: Aligns comprehensive plans (i.e. for building design, space allocation, human resources planning, and technology development) with evolving administrative and academic goals and changing resources. Has vision for long-term stewardship of the college environment.

Negotiator/ Influences others: See both sides and is able to present alternatives to achieve goals; intermediary; illustrates the benefits of alternative conduct and decision making. Can move people from one position to another, get them to act in appropriate and safe/legal ways. Change agent. Asserts own ideas and persuades others; Secures consensus for ideas.

Quantitative orientation: Understands the numbers; calculates numerically, measures and balances, mathematical; Skillful with numerical and statistical concepts. Risk-taker: Willing to pursue a course of action before having all the questions answered; balances the uncertainty of a situation with common sense. Champions new ideas and initiatives; is not afraid to fail.

Systematic Thinking: Maintains perspective of entire program/system/operation while dealing with discrete components; understands and accounts for the synergy between components of the system and the whole system; anticipates and accommodates reactions in one part of the system to changes in another part of the system.