

## Office of Scholarships & Financial Aid Skills Profile - Federal Work Study (FWS) Positions

Transferable skills are areas of development that apply in all professions and can be used in multiple environments, including varying employment sectors, volunteerism, or extra-curricular activities. The ability to use a skill successfully in one situation is an indicator that the skill can be effectively used in another position. This document provides a list of common categories of transferable skills, and examples of associated activities. This list is not intended to be exhaustive.

**COMMUNICATION** includes the ability to effectively relay information concisely and effectively in verbal and/or written formats.

*Ex: editing, explaining, listening, promoting, reporting, representing, responding, selling, translating*

**RESEARCH SKILL** includes the ability to gather, interpret and analyze information.

*Ex: assessing, detecting, dissecting, evaluating, formulating, identifying, observing, predicting, problem-solving, processing, troubleshooting*

**NUMERACY** references the ability to work accurately with numbers and understand concepts such as patterns and trends.

*Ex: Auditing, budgeting, collecting, computing, reconciling*

**LEADERSHIP AND MANAGEMENT** encompasses the ability to motivate, take responsibility for and lead others effectively to accomplish established goals and objectives.

*Ex: coaching, coordinating, directing, diverting, informing, leading, managing, presenting, supervising, umpiring*

**ORGANIZATION AND TIME MANAGEMENT** embodies the ability to maximize productivity.

*Ex: Arranging, classifying, compiling, distributing, filing, inventorying, logging, preparing, scheduling*

**TEAMWORK** involves the ability to work with others as part of a team.

*Ex: advising, empathizing, guiding, helping, instructing, serving, training*

**TECHNICAL AND TECHNOLOGICAL** includes the ability to understand processes, including the ability to learn new, related information quickly.

*Ex: Assembling, building, driving, fixing, installing, operating, repairing, setting up*

**CREATIVITY** references the ability to generate ideas using that incorporate tactics that lead to results.

*Ex: Composing, designing, developing, displaying, illustrating, photographing,*



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Please identify the transferable skill applicable for the position, describe the associated task(s) and indicate the frequency it is performed. *Use the second page, if needed.*

Campus Department / Community Agency \_\_\_\_\_

Job Title \_\_\_\_\_

Skill #1 \_\_\_\_\_

Task(s) \_\_\_\_\_

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Skill #2 \_\_\_\_\_

Task(s) \_\_\_\_\_

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Skill #3 \_\_\_\_\_

Task(s) \_\_\_\_\_

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Skill #4 \_\_\_\_\_

Task(s) \_\_\_\_\_

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Skill #5 \_\_\_\_\_

Task(s) \_\_\_\_\_

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Skill #6 \_\_\_\_\_

Task(s) \_\_\_\_\_

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