

Grouping	Title	Description
Functional Skills		
	Academic Program Requirements	Ability to interpret academic program requirements and provide advice.
	Academic Resource Knowledge	Knowledge of academic resources available to students.
	Animal Handling	Capable of handling large and small animals
	Applicant Evaluation	Ability to evaluate applicant information and determine eligibility.
	Architectural Interpretation	Ability to interpret architectural/construction drawings, specifications, codes, standards, and regulatory requirements.
	Audits and Investigations	Ability to conduct audits and investigations.
	Career Counseling Resources	Knowledge of career counseling tools and resources.
	Cell Culture	Capable of processing and culturing cells and cell culture without contamination
	Computer Application Knowledge	Knowledge of applicable computer applications and basic computer functions.
	Computer Programming	Ability to utilize and develop programming language and tools within the technology field.
	Computer Software & Systems	Knowledge of applicable computer software and operating systems.
	Computer Support Practices	Knowledge of standard concepts, practices, and procedures for computer support.
	Counseling Techniques	Ability to provide subject matter expertise and counsel others.
	Enrollment Management	Knowledge of admissions, registration and graduation requirements.
	Equipment Design/Modification	Ability to interpret, conceptualize, design, and modify equipment to meet specialized requirements.
	Equipment Operation	Knowledge of and ability to safely operate machinery, tools, equipment and materials used in area of work.
	Ethical Practices and Behavior	Ability to adhere to ethical business practices and promote ethical behavior.
	First Aid	Knowledge of and ability to perform First Aid response.
	Interpret Technical Specs	Ability to interpret complex written specifications and conditions.
	IT Security	Knowledge of information technology security measures.
	Marketing Development	Ability to develop and implement a successful marketing plan/strategy.
	Medical Evaluation	Ability to assess patient condition independently or in consultation. Provide appropriate treatment or referral for treatment.
	Medical Resources	Knowledge of available medical resources and terminology.

	Medical Treatment	Knowledge of and ability to apply current principles, methods and practices for the delivery of medical evaluation, diagnosis and treatment.
	Musical Instruments	Knowledge of musical instruments and relationships.
	Network & Data Practices	Knowledge of standard concepts, practices, and procedures within the network and data field.
	On-Site Design/Engineering	Ability to perform on-site design services and field engineering work.
	Pharmaceutical Practices	Knowledge of prescription drugs and other medications and the standard concepts, practices and procedures related to pharmaceuticals.
	Pharmacy Care	Knowledge of relevant drugs and non-pharmaceutical patient care aids.
	Programming Languages	Knowledge of standard programming languages, concepts, practices, and procedures within the technology field.
	Research Performance	Ability to independently perform tests, examinations, and procedures relevant to the assigned area of research.
	Teaching Instruction	Ability to provide teaching instruction.
	Technical Skills	Ability to utilize technical skills.
	Technology Communication	Ability to convey technical information to technical and non-technical users.
	Technology Interface	Ability to interface business applications with other systems.
	Web Design	Knowledge of web design and development.
Operational Skills		
	Accounting Principles	Knowledge of and ability to apply Generally Accepted Accounting Principles (GAAP).
	Accounting Systems	Knowledge of accounting systems and practices.
	Admissions Processes	Knowledge of university admissions processes.
	Alumni/Donor Relations	Ability to establish and maintain alumni and donor relations.
	Athletic Rules & Regulations	Knowledge of and ability to interpret and apply NCAA and ACC rules and regulations.
	Budget Prep/Monitoring	Ability to prepare and monitor budget information.
	Budgeting Practices	Knowledge of the concepts, principles, and practices of accounting, budgeting, and cost control procedures.
	Collections & Cataloguing	Knowledge of collections development, acquisitions and cataloguing.
	Compliance and Accreditation	Knowledge of and ability to apply accreditation and/or compliance standards of applicable association, bureau, or other recognized governing entity in area of work.
	Construction Methodology	Knowledge of materials, methods, and the tools involved in the construction or repair of buildings, garages, or other structures.

Technical Writing & Editing	Ability to compose and edit university proposals and contracts.
Construction Project Mgmt	Knowledge of principles, concepts, and methodology in designing, estimating, planning, and inspecting construction projects and managing project schedules.
Contract & Grant Fund Sources	Knowledge of federal, state, and private sources for contract and grant funds.
Contract Administration	Knowledge of contract administration.
Crisis Management	Ability to deal with crises and manage sensitive information.
Data Reconciliation	Ability to compile, review, and reconcile data for accuracy, completeness, and compliance.
Effective Communication	Ability to communicate effectively verbally and in writing.
Emergency Communications	Knowledge of emergency communications and hazard response practices, procedures, and protocols.
Emergency Situations	Ability to differentiate emergency from non-emergency situations.
Engineering Practices	Knowledge of the concepts, principles, and practices of engineering as applied to innovative research applications.
Fiscal/Accounting Technology	Knowledge of electronic data processing as it applies to fiscal and accounting activities.
Firearm Safety	Ability to safely operate a firearm.
Human Resource Administration	Knowledge of principles, practices, and standards of human resource administration in assigned area.
Inventory Management	Knowledge of the processes involved with inventory management and control.
Laws, Rules & Regulations	Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
Laboratory Safety	Ability to work with biosafety level II biohazards, including infectious disease
Laboratory Records	Ability to accurately enter lab data into records
Musical Concepts	Knowledge of the concepts, principles, and practices of musical composition and accompaniment.
Parking Infrastructure	Knowledge of University facilities and parking infrastructure.
Payroll Administration	Knowledge of principles, practices, and standards of payroll administration in assigned area.
Policy Development	Ability to develop and implement policies, procedures, goals, and objectives.
Procurement Practices	Knowledge of purchasing, procurement, budgeting, and administrative management.
Public Relations Practices	Knowledge of public relations practices.
Purchasing Data Processing	Knowledge of electronic data processing as it applies to purchasing activities.
Purchasing Decisions	Ability to make purchasing decisions based on independent research and judgment.
Student Financial Resources	Knowledge of financial resources available to students.
Student Program & Activities	Knowledge of student programs and activities.
Theatre & Stage Management	Knowledge of the concepts, principles, and practices of theatre layout, production, and stage management.

	University Policy	Knowledge of and the ability to interpret and apply related University policies, procedures, principles, and practices.
	University Representation	Ability to represent the University in appointed area as required.
People Management		
	Coaching Techniques	Knowledge of coaching methods.
	Leadership/Direction	Ability to provide leadership and direction in programmatic, budgetary, and operational functions.
	Personnel Interaction	Ability to interact with others (verbal/written)
	Supervisory Requirement	Ability to train and supervise employees.
	Team Management	Ability to maintain and improve personal and team effectiveness, and foster change and creativity.
	Train/Direct Others	Ability to effectively train and direct the work of others.
Personnel Skills		
	Attention to Detail	Ability to perform accurately in a detail oriented environment.
	Basic Math	Ability to perform basic mathematical calculations.
	Child Development	Knowledge of and ability to apply child development theories and methodology.
	Computer Operations	Knowledge of computer operations, functions, and related peripherals
	Critical Thinking	Ability to demonstrate critical thinking based upon in-depth data, substantiating information, considering and respecting others'
	Customer Service	Ability to demonstrate effective customer service skills.
	Confidentiality	Ability to maintain a high degree of discretion and privacy.
	Data Analysis	Ability to analyze data that has been generated
	Design Interpretation	Ability to interpret technical and artistic designs and create a final product.
	Documentation	Ability to document existing and new processes.
	Follow Instructions	Ability to understand and follow written and oral instructions.
	Fundraising & Development	Knowledge of the principles, practices and acceptable techniques of coordinating fundraising and development activities.
	Graphic Design Layout	Knowledge of graphic layout techniques and art in a digital format.
	Graphic Images	Skill in analyzing and determining the most appropriate media for creation of graphic images.
	Health Practices	Knowledge of the standard concepts, practices, and procedures within medical, health, human services, and counseling programs.
	Information Compilation	Ability to gather, interpret, report, and/or edit information.
	Information Processing	Knowledge of information processing and transmission equipment.
	Innovation	Ability to conceptualize and implement ways to improve the organization by taking risks to enhance the speed and organizational
	Manual Labor	Ability to perform manual labor.
	Medical Exams/Tests	Knowledge of and ability to safely perform medical examinations and/or tests on patients including but not limited to X-Rays, EKGs
	Meeting Deadlines	Ability to meet project deadlines.

	Motor Vehicle Operation	Skill in safely operating various types of motorized vehicles including but not limited to dump trucks, tractors, forklifts, pallet
	Patient Treatment Plans	Ability to develop patient Individual Treatment Plans.
	Physical Exams	Ability to perform physical exams
	Prioritize and Multi-task	Ability to prioritize, organize and perform multiple work assignments simultaneously.
	Problem Solving Skills	Ability to utilize problem-solving skills.
	Research Methods	Knowledge of research methodology, principles, and practices in area of work.
	Sports Medicine	Knowledge of current best practices in sports medicine and physical fitness.
	Safety Precautions	Knowledge of universal safety practices
	Terminology	Ability to understand and interpret terminology related to area of work.
	Working Relationships	Ability to establish and maintain effective working relationships.
Strategic Management		
	Management Problem Solving	Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
	Strategic Management	Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals
	Strategic Planning	Ability to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others, and motivate