

Career Development

at the University of Florida



Resources to support your
career advancement &
professional growth



Helpful Terms:



Job Family:

a series of related job titles with progressively higher levels of impact.



Career Path:

a pathway of progression or advancement within a particular job family.



Competencies:

knowledge, skills, and abilities required to be successful in a position.



Classification:

a system of categorizing titles and associated duties, responsibilities, and qualifications to ensure compliance with federal laws and regulations.



Career Opportunities within
the same job family





Career Opportunities within the same job family

- 1** **Discover** job titles, categories and job families
- 2** **Explore** associated competencies to address knowledge and skill gaps
- 3** **Engage** in trainings and certificate programs that align with your job family
- 4** **Supplement** your skills with additional LinkedIn Learning courses
- 5** **Outline** your career goals with quarterly UF Engaged Check-Ins
- 6** **Search** for careers that suit your goals with Careers At UF





GROW TOGETHER
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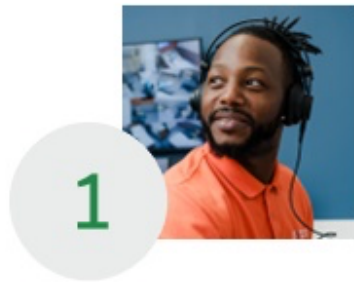
Meet Joe



Joe is an Admissions Assistant I, looking for an opportunity to advance within the same job family, Student and Academic Services.

We will walk through the six steps for finding career opportunities within the same job family.

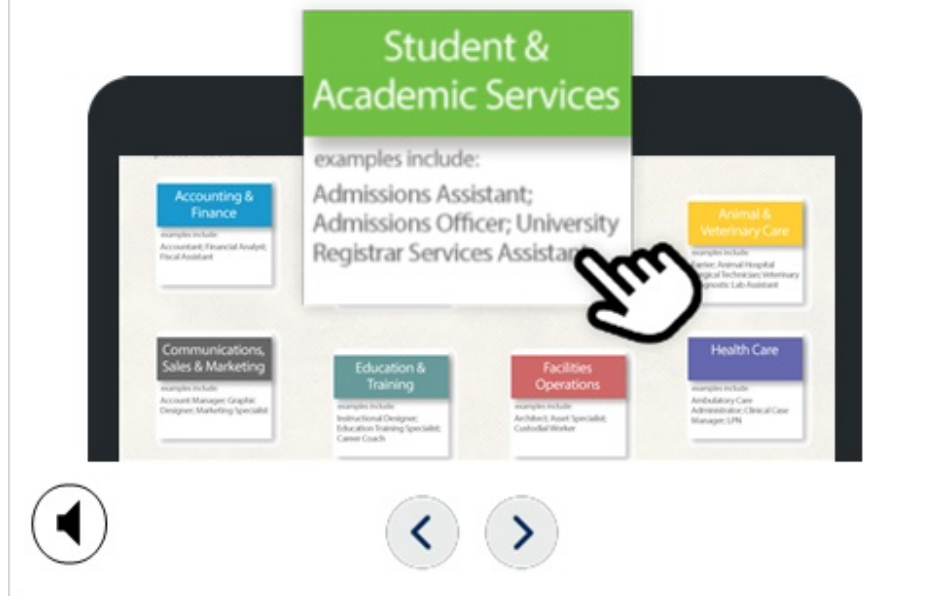




Joe reviews career maps that outline common pathways for a specific job family.

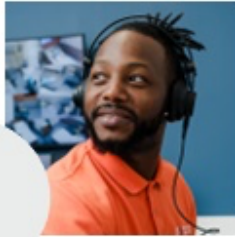
He navigates to the Career Path website:
<https://learn-and-grow.hr.ufl.edu/career-path>

Joe will click on the Student & Academic Services job family.

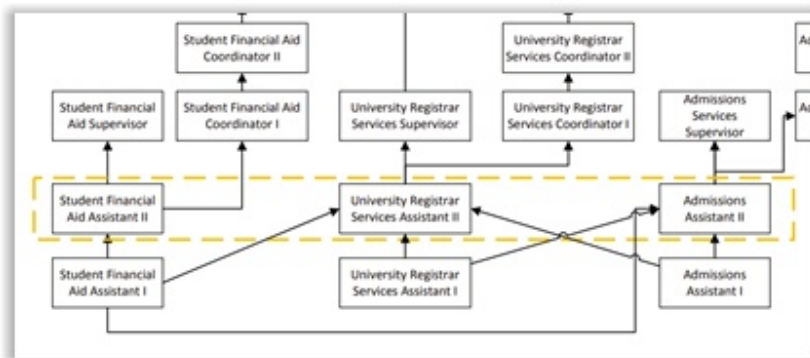


Link: <https://learn-and-grow.hr.ufl.edu/career-path>

1



As an Admissions Assistant I, there are multiple areas where Joe's skills may be applicable.



For Full Text and to Explore Further:

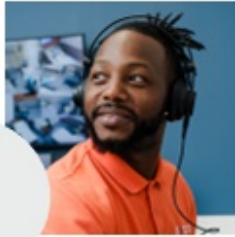
https://learn-and-grow.hr.ufl.edu/wp-content/uploads/sites/5/2018/05/Career-Path_Student-and-Academic-Services.pdf

In looking at the career path for his job family, there is a natural progression for Joe to a few different roles and Joe needs to understand what these positions entail.



Link: https://learn-and-grow.hr.ufl.edu/wp-content/uploads/sites/5/2018/05/Career-Path_Student-and-Academic-Services.pdf

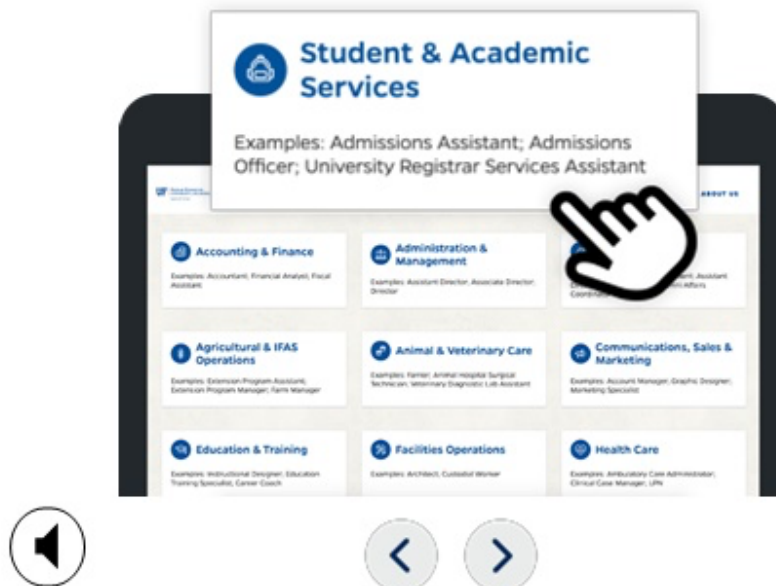
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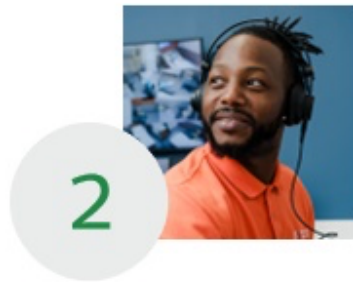
Joe navigates to the TEAMS titles webpage which includes duties, qualifications, and competencies for each job title:

<https://teams-titles.hr.ufl.edu>

He then selects Student & Academic Services and searches for Admissions Assistant II as one possible path.



Link: <https://teams-titles.hr.ufl.edu>



Joe then selects Admissions Assistant II and scrolls down to explore the competencies.

COMPETENCIES

- Effective Communications
- Accuracy And Attention To Detail
- Managing Multiple Priorities
- Interpersonal Relationships

Explore Further: <https://teams-titles.hr.ufl.edu/teams-title/admissions-assistant-ii/>

Many positions share the same requirements – knowledge, skills, abilities, and competencies – that would allow a person to progress from one classification series to another.



Link: <https://teams-titles.hr.ufl.edu/teams-title/admissions-assistant-ii/>



2

When Joe selects a competency like Student Admissions, he can find information about the levels of proficiency for the competency.

BEHAVIOR STATEMENTS	
Proficiency Level 1 - Basic understanding	Identifies the roles and responsibilities of student admissions in the education system. Discusses major activities and processes involved in a student admissions system. Gathers criteria for selecting qualified students through a student admissions system. Defines resources and other input needed for student admissions operations.
Proficiency Level 2 - Working experience	Operates a student admissions system and complies with standard policies and regulations. Explains university application requirements and processes to potential students. Provides potential candidates with correct curriculum information for the university's courses. Selects potential students for the university based on their qualifications and sends out offers. Inputs students' application information into the university information database for record keeping purposes.
Proficiency Level 3 - Extensive experience	Manages the student admissions system and coordinates relevant resources. Evaluates the usefulness of student admissions criteria based upon accepted students' performance in the university. Foresees problems and barriers that could impact the efficiency of student admissions activities. Recommends improvement plans for the university's student admissions system. Coaches others on dealing with special cases in the student selection process. Reviews admissions statistics and evaluates the accuracy of student admissions processes.

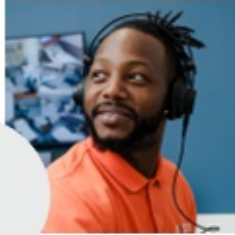
For Full Text and to Explore Further:

<https://teams-titles.hr.ufl.edu/job-competency/student-admissions/>



Link: <https://teams-titles.hr.ufl.edu/job-competency/student-admissions/>

2



At the bottom of each competency page, there is a list of titles that also share the competency he is reviewing.

TITLES WITH SHARED COMPETENCIES

Admissions Assistant I	Admissions Assistant II
Admissions Officer II	Admissions Officer III
One Stop Coordinator I	One Stop Coordinator II
Student Financial Aid Supervisor	University Registrar Services Assistant I

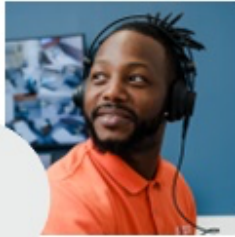
Explore Further: <https://teams-titles.hr.ufl.edu/job-competency/student-admissions/>

This is a good place for Joe to get ideas for other potential job matches. While not an exhaustive list, this is a good place to get started.



Link: <https://teams-titles.hr.ufl.edu/job-competency/student-admissions/>

3



UF-specific trainings are available to all employees in a wide range of topics. Starting with THRIVE could provide many helpful foundational skills for Joe.



THRIVE includes a broad range of topics designed for UF employees.

He may also consider the following:



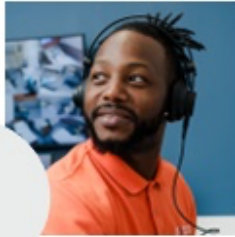
Gators Together is an Inclusion & Diversity certificate that promotes creating an inclusive climate for all.



Business Communications offers a variety of topics to improve communication skills.



3



In addition to UF trainings, there are many trainings specific to Joe's role. Academic Role training may be especially helpful for him.



Academic Roles includes PRO3 Series for key academic skills in myUFL and toolkits.

If Joe's job duties include Finance, HR or Grant tasks, these programs could be of interest.



Financial Roles includes new hire onboarding, PRO3 Series for key financial skills in myUFL and toolkits.

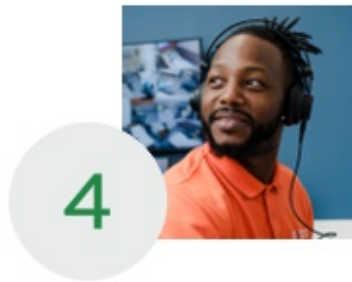


HR Roles includes new hire onboarding, PRO3 Series for key HR skills in myUFL and toolkits.



Sponsored Programs Roles include foundational skills for research administrators with RAFT.





After exploring the competencies and engaging in UF-specific training opportunities, Joe might be interested in additional learning opportunities through LinkedIn Learning:

<https://www.linkedin.com/learning/?u=41282748>

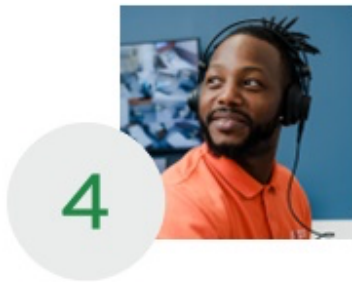
For example, Joe might notice that many jobs he is interested in are looking for well-developed problem-solving skills. Enter, LinkedIn Learning.



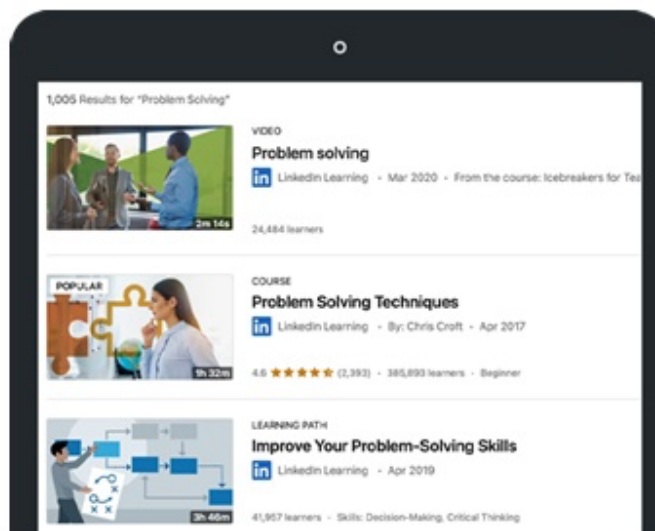
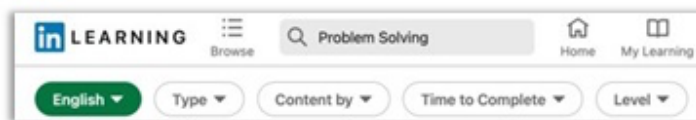
LinkedIn Learning offers more than 13,000 free online training courses.

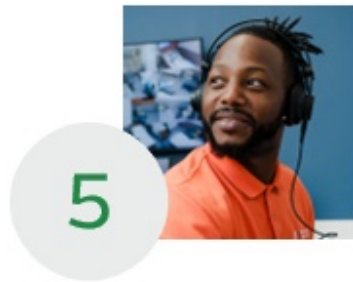


Link: <https://www.linkedin.com/learning/?u=41282748>



Joe may search for problem-solving in LinkedIn Learning and pick a course or two to complete and improve his skills & knowledge.





UF Engaged is UF's performance management process. It's an opportunity for leaders and employees to discuss career development on a quarterly basis.

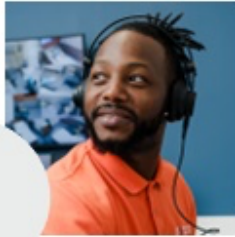


This includes having discussions focused on supporting employee success and reviewing career development opportunities with employees.

This is a great time for Joe to discuss his interests, the skills he wants to develop, and possible advancement to an Admissions Assistant II.



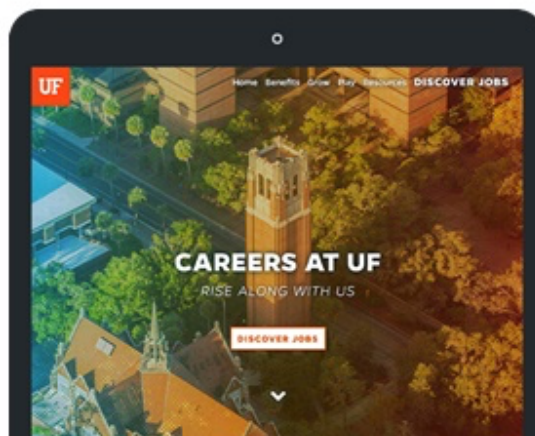
6



Joe is ready to search for a position where his experience and interests intersect in the Student & Academic Services job family.

Joe can find support navigating the Careers at UF portal, developing a cover letter and resume, or interview skills at:

<https://learn-and-grow.hr.ufl.edu/grow-greater/>



Link: <https://learn-and-grow.hr.ufl.edu/grow-greater>

Additional resources can be found at the career development website:

<https://hr.ufl.edu/career-development>

To explore career opportunities in a new job family or a leadership position, return to the career development website.



Link: <https://hr.ufl.edu/career-development>