

Knowledge, Skills and Abilities For Unclassified Positions

ARTS		COMMUNICATION		LANGUAGES	
Illustration		Formal Presentations		American Sign Language	
Photography		Interpersonal Skills		Chinese	
Theater Experience		Listening		English	
Costuming		Persuasive Speaking		French	
Lighting		Proposal Writing		German	
Scenery		Public Relations		Italian	
Sound		Public Speaking		Japanese	
Other		Training/Teaching		Spanish	
		Video Conferencing		Other	
		Written			
		Other			

ACCOUNTING		FINANCIAL MANAGEMENT		LIBRARY	
Accounts Payable		Budget Analysis		On-Line Systems	
Accounts Receivable		Budget Development		Circulation	
Auditing		Financial Analysis		Reference	
Cost Accounting		Financial Forecasting		Technical Services	
Fund Accounting		Other		Other	
Grant Accounting					
Payroll					
Spreadsheet Analysis					
Other					

MANAGEMENT		PROFESSIONAL		PROFESSIONAL (cont.)	
Analytical Skills		Consulting		Prioritization	
Conflict Resolution		Coordinate Work Schedules		Problem Solving	
Delegation		Creativity		Program Design/ Development	
Leadership/Supervision		Database Management		Project Management	
Qualitative Analysis		Judgment		Recruiting	
Staff Development		Knowledge of Related Laws		Team Work	
Strategic Planning		Negotiation		Training	
Staff Recognition		Organization Skills		Other	
Supervision		Other			
Union Environment					
Other					

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LABORATORY		RESEARCH		TECHNICAL	
Animal Care		Computer Data Analysis		CAD System	
DNA Cloning		Data Collection		Design	
DNA Sequencing		Grant Development		Instrumentation	
Electro microscopy		Report Writing		Installation	
Immunohistology		Statistical Analysis		Troubleshooting	
PCR		Other		Team Work	
Tissue Culture				Other	
Other					

LICENSES/ CERTIFICATION		LICENSES/ CERTIFICATION (cont.)		RETAIL	
Certified Public Accountant Licensed EMT		Professional Architect Professional Engineer		Buying Customer Service	
Licensed Psychologist		PHR		Inventory Control	
Licensed Social Worker		Teaching Certification		Marketing	
MD/DO Certification		Other		Purchasing	
Ohio RN License				Sales Forecasting	
				Other	

PROGRAMMING LANGUAGES		HARDWARE/ SOFTWARE		HARDWARE/ SOFTWARE (cont.)	
ActiveX		Adobe Illustrator		Network Environment	
C		Adobe Photoshop		Nikon Coolscan	
C++		Aldus PageMaker		Novel	
Cobol		Apple/Mac		Oracle	
HTML		AutoCAD		PC/IBM Compatible	
HTTP		CORDS		Power Builder	
Java		CQL		Quark Express	
Perl		CUFS		Quattro	
SQL		Dbase		SAS	
VB		E-mail		SQL	
VRML		Harvard Graphics		Unix	
Other		Impromptu		Visual Basic	
		Lotus 1-2-3		Windows Environment	
		Mainframe		Windows NT	
		Microsoft Access		Word Perfect	
		Microsoft Excel		Other	
		Microsoft PowerPoint			
		Microsoft Word			