**University of Toledo – Off-Campus Job Posting & Description**

**Job Title:** Click or tap here to enter text.

**Classification:** Choose Employment Classification

**Department/College:** Click or tap here to enter text.

**Campus:** Select the Campus.

**Building/Campus Location:** Click or tap here to enter building.

**Off Campus Location:** Click or tap here to enter off campus address

**Start Date:** 0/00/0000 **Potential End Date:** 0/00/0000 **Pay Rate: Enter pay rate**

**Supervisors Name:** Click or tap here to enter supervisor.

 **Job Duties (description):** Click or tap here to enter text.

**Qualifications:** Click or tap here to enter all qualifications for position.

**Purpose of Position:** Please provide brief explanation.

A majorgoal of student employment, particularly those participating in the Federal Work-Study Experiment, is to ensure students are provided with opportunities to develop the competencies employers have indicated are important. The National Association of Colleges and Employers (NACE) competencies in conjunction with your degree from UTOLEDO will help you stand out as a stronger candidate upon graduation.

**Learning Outcomes/NACE Competencies:** This position will focus on helping develop the following NACE Competencies (select at least 2).

**Select a Competency**

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**NACE Competencies**

**NACE’s Career Readiness Competencies and their definitions:**

\*Competencies were updated in spring 2021

* **Career & Self-Development -** Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one’s organization.
* **Communication -** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
* **Critical Thinking -** Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
* **Equity & Inclusion -** Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.
* **Leadership -** Recognize and capitalize on personal and team strengths to achieve organizational goals.
* **Professionalism -** Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
* **Teamwork -** Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
* **Technology -** Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

