

## Liberal Arts: The Skills Employers Seek

In October 2014, the National Association of Colleges and Employers surveyed 260 employers asking them to rank the below list of 10 job skills. Employers ranked teamwork and the ability to make decisions & solve problems as the most important skills. Below are some ways to develop the top skills during your time at UNC Asheville.

### 1.) Teamwork

**Some ways to develop this skill:**

- Join a club sports team or an intramural sports team. [recreation.unca.edu/intramural-sports](http://recreation.unca.edu/intramural-sports)
- Join UNCA's Outdoor Leadership Training program. [recreation.unca.edu/oltp](http://recreation.unca.edu/oltp)
- Take a proactive approach when completing group projects for classes.
- Join a Student Club (ex: Botanical Society, Lacrosse Club). [unca.edu/life-campus/clubs-organizations](http://unca.edu/life-campus/clubs-organizations)
- Audition to perform with UNCA Theatre or volunteer to build sets and sell tickets. [drama.unca.edu](http://drama.unca.edu)

### 2.) Decision-making and problem-solving

**Some ways to develop this skill:**

- Develop your critical thinking skills by taking an Inquiry ARC course. [inquiryarc.unca.edu](http://inquiryarc.unca.edu)
- Participate in an Outdoor Programs trip (ex: Backpacking, Kayaking). [recreation.unca.edu/outdoor-programs](http://recreation.unca.edu/outdoor-programs)
- Join a committee or become a Senator with Student Government Association. [sga.unca.edu](http://sga.unca.edu)
- Take on a leadership role in a sports team (ex. Cheer/Dance, Soccer team). [uncabulldogs.com](http://uncabulldogs.com)

### 3.) Verbal communication

**Some ways to develop this skill:**

- Consider a summer, short-term or semester-long Study Abroad program. [studyabroad.unca.edu](http://studyabroad.unca.edu)
- Develop interpersonal skills in classes that emphasize human relationships or intercultural issues.
- Join Alternative Service Experience for Spring or Fall break. [keycenter.unca.edu/alternative-service-experience](http://keycenter.unca.edu/alternative-service-experience)
- Become a DJ for Blue Echo Radio, UNC Asheville's own radio station. [studentactivities.unca.edu/radio](http://studentactivities.unca.edu/radio)
- Promote our campus as a University Ambassador and give tours. [unca.edu/unc-asheville-university-ambassadors](http://unca.edu/unc-asheville-university-ambassadors)
- Apply to become a Residential Assistant (RA). [housing.unca.edu/resident-assistants](http://housing.unca.edu/resident-assistants)

### 4.) Plan, organize and prioritize work

**Some ways to develop this skill:**

- Join a fraternity or sorority. [studentactivities.unca.edu/fraternities-sororities](http://studentactivities.unca.edu/fraternities-sororities)
- Plan campus event with Underdog Productions. [studentactivities.unca.edu/underdog-productions](http://studentactivities.unca.edu/underdog-productions)
- Engage in community service activities with the UNCA Key Center. [keycenter.unca.edu](http://keycenter.unca.edu)
- Use RockyLink to find a job or internship that requires multitasking. [career.unca.edu/find-job](http://career.unca.edu/find-job)

### 5.) Obtain and process information

**Some ways to develop this skill:**

- Participate in Undergraduate Research and present at the annual UNCA Undergraduate Research Symposium. [urp.unca.edu](http://urp.unca.edu)
- Intern with the NC Center for Health and Wellness. [ncchw.unca.edu](http://ncchw.unca.edu)
- Find a part time or on-campus job that works with information management. [career.unca.edu/find-job](http://career.unca.edu/find-job)
- Apply to work for the Writing Center helping students with research & papers. [writingcenter.unca.edu](http://writingcenter.unca.edu)

## 6.) Analyze quantitative data

### Some ways to develop this skill:

- Train new campus organization members or employees at your job.
- Take mathematics courses to learn to synthesize quantitative data. [math.unca.edu](http://math.unca.edu)
- Consider a minor in Economics, Accounting, Mathematics, Neuroscience, Physics or Chemistry.

## 7.) Technical knowledge related to the job

### Some ways to develop this skill:

- Get a part-time job or internship in your field of interest. [career.unca.edu/find-job](http://career.unca.edu/find-job)
- Conduct informational interviews or job shadowing with professionals in your field of interest. [career.unca.edu/sites/default/files/documents/Job\\_Search\\_PDFs/Informational%20Interview%20Guide.pdf](http://career.unca.edu/sites/default/files/documents/Job_Search_PDFs/Informational%20Interview%20Guide.pdf)
- Join groups on LinkedIn that relate to your field and connect with UNC Asheville alumni who are already working in your field of interest. [linkedin.com/groups/UNC-Asheville-Career-Connection-5033066/about](http://linkedin.com/groups/UNC-Asheville-Career-Connection-5033066/about)
- Join professional organizations and attend conferences related to your professional interests (ex: American School Counselor Association, American Meteorological Society)

## 8.) Proficiency with computer software programs

### Some ways to develop this skill:

- Apply for a job with the IT Service Desk or the Copy Center. [its.unca.edu](http://its.unca.edu)
- Enroll in classes and workshops that focus on software programs and technology.
- Work or volunteer with National Environmental Modeling and Analysis Center. [nemac.unca.edu](http://nemac.unca.edu)
- Consider a minor in Computer Science, New Media or Mass Communications. [unca.edu/academics/degrees](http://unca.edu/academics/degrees)
- Become certified in Microsoft programs. [www.microsoft.com/learning/en-us/mos-certification.aspx](http://www.microsoft.com/learning/en-us/mos-certification.aspx)

## 9.) Create and edit written reports

### Some ways to develop this skill:

- Write stories, ads, or press releases for The Blue Banner. [thebluebanner.net](http://thebluebanner.net)
- Apply to work at the Writing Center. [writingcenter.unca.edu](http://writingcenter.unca.edu)
- Offer to assist with publications in student clubs and organizations. [unca.edu/life-campus/clubs-organizations](http://unca.edu/life-campus/clubs-organizations)
- Enroll in an academic class that is writing intensive. [ils.unca.edu/writing-intensives](http://ils.unca.edu/writing-intensives)
- Take a class or workshop with The Great Smokies Writing Program. [agc.unca.edu/great-smokies-writing-program](http://agc.unca.edu/great-smokies-writing-program)

## 10.) Sell or influence others

### Some ways to develop this skill:

- Consider a Teacher Licensure Program at UNCA [education.unca.edu](http://education.unca.edu)
- Volunteer to tutor middle school students with the AVID program. [education.unca.edu/avid](http://education.unca.edu/avid)
- Apply to become a Connections Mentor with Multicultural Student Programs [msp.unca.edu/connections-peer-mentoring-program](http://msp.unca.edu/connections-peer-mentoring-program)
- Start your own business while in college. [entrepreneur.com/topic/college-entrepreneurs](http://entrepreneur.com/topic/college-entrepreneurs)
- Work a part-time job that emphasizes sales and customer service. (ex: retail, restaurants, hotels)
- Join a conversation that encourages respect for diversity at the Center for Diversity Education [diversityed.org](http://diversityed.org)
- Join a campus club that focuses on political and social issues (ex: College Democrats, TEDxUNCAshville Club, Young Republicans Club) [studentactivities.unca.edu/student-organizations-list](http://studentactivities.unca.edu/student-organizations-list)

Source: Job Outlook 2015, National Association of Colleges & Employers (NACE), Nov 2014