Beyond “It Was Awesome”: Study Abroad & Your Career Workshop

Identifying Transferable Skills Activity

Position: Business Analyst

Position Description: Under limited supervision, analyzes customer business needs and participates in the planning, design and implementation of new or enhanced systems. Demonstrates ability to weigh the needs of the taxpayers and the department to decide the best course of action for all parties. May act as a team or project leader. Performs job responsibilities with minimal supervision. Serves as job expert or organization resource in assigned areas. Analyzes information to determine nature and extent of customer requirements and concerns. Addresses internal & external customer issues while respecting business needs. Good verbal and written communication skills.

Coordinates project planning, development, monitoring and completion initiatives for multiple complex projects. Meets deadlines to achieve performance goals, while focused on efficient & effective problem resolution. May develop and administer training for business users. May serve as liaison between customers and technical staff in implementation and development of business process automation. Works in a team atmosphere, be inclusive of all team members, and work well with co-workers & leadership.

Expecting Starting Salary of $40,983-$71,720

Note: The expecting starting salary range is commensurate with experience.

Entry Qualifications: Bachelor’s degree in a related field (BA in Computer Science and/or BS in Computer Science, BBA) from an accredited college or university AND One year of related experience (database program development)

OR Associate’s degree in a related field (e.g., Computer Science, Business Administration) from an accredited college or university AND Three years of related experience (database program development)

<table>
<thead>
<tr>
<th>Transferable Skill</th>
<th>Example from Study Abroad Experience</th>
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<tbody>
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## Transferable Skills

<table>
<thead>
<tr>
<th>General Qualities</th>
<th>Adaptation &amp; Coping</th>
<th>Work Effectiveness</th>
<th>Cross-Cultural Skills</th>
<th>Organizational &amp; People Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Appreciation of diversity</td>
<td>❑ Adaptability</td>
<td>❑ Independence</td>
<td>❑ Tolerance</td>
<td>❑ Leadership</td>
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<tr>
<td>❑ Confidence</td>
<td>❑ Problem-solving &amp; crisis management</td>
<td>❑ Self-discipline</td>
<td>❑ Cultural Sensitivity</td>
<td>❑ Teamwork</td>
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<tr>
<td>❑ Awareness of global economic and political issues</td>
<td>❑ Ability to deal with stress &amp; stressful situations</td>
<td>❑ Resourcefulness</td>
<td>❑ Understand cultural differences and similarities</td>
<td>❑ Project management skills</td>
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<td>❑ Patience</td>
<td>❑ Flexibility</td>
<td>❑ Versatility</td>
<td>❑ Listening and observation skills</td>
<td>❑ Writing skills</td>
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<tr>
<td>❑ Curiosity</td>
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<td>❑ Persistence</td>
<td>❑ Foreign language skills</td>
<td>❑ Verbal communication skills</td>
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<tr>
<td>❑ Ability to set &amp; achieve goals</td>
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<td>❑ Initiative</td>
<td>❑ Open-mindedness</td>
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<td>❑ Technical skills or knowledge base</td>
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### Study Abroad Action Verbs

- Acquired
- Adapted
- Applied
- Built
- Communicated
- Compared
- Cooperated
- Demonstrated
- Developed
- Discovered
- Exchanged
- Facilitated
- Fostered
- Identified
- Immersed
- Implemented
- Improved
- Incorporated
- Increased
- Integrated
- Learned
- Lived
- Located
- Managed
- Observed
- Organized
- Overcame
- Practiced
- Realized
- Recognized
- Reinforced
- Represented
- Scheduled
- Translated
- Traveled
- Shared
- Studied
- Visited
- ________________

### Building Bullet Points

- ________________________________________________________________________________
- ________________________________________________________________________________