

Life After Advising: Identifying Crossover Career Skills and Pathways

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My current level of job satisfaction?

1 _____ | _____ 10

(low, I hate my job)

(high, I love my job)

Why? _____

I am considering a career change because....

1.

2.

Based on my career stage, I would rate my acceptable risk and urgency as

Risk?

Low _____ | _____ High

(unwilling to change much personally or professionally)

(significant change ok, including relocation)

Urgency?

Low _____ | _____ High

(unwilling to change much personally or professionally)

(significant change ok, including relocation)

The “pros” of staying in my current position are (considering work/life balance)

1.

2.

The “cons” are (considering work/life balance)

1.

2.

My dream job is _____

Sectors I am/or would consider _____

(i.e., Finance, HR, IT, Management, Research Administration, Institutional Research, Communications, etc.)

My possible career paths....

Wilcox, E., (January, 2017) Life After Advising: Identifying Crossover Career Skills and Pathways. Advancing Practice. Advising Matters, University of California, Berkeley. Retrieved from advisingmatters.berkeley.edu.

Formal

Informal

(education, certification)

(experience based)

I have already

(formal) _____

I have already

(informal) _____

I could develop _____

Other possible pathways...

Formal (education & leadership)

- Degree programs
- Publication
- Professional associations
- Leadership positions
- Additional education or skill development (certification)

I have an updated resume?

I have an updated LinkedIn profile?

I have a project portfolio?

I have recommenders/references?

I have contacts at or who are doing my dream job?

Informal (people and projects)

- People
- Social Media
- Committee work
- Stretch assignments
- Internships
- Volunteer projects
- Risk-Taking – Idea Pitching (Got a great idea, consider pitching it to the big boss)

A risk I am currently taking?

Crossover Skills



5 “crossover” skills you have/strengths



5 “crossover” skills you could develop

Communications (and conceptual knowledge)

- Report writing
- Website design and public communications
- Teaching, training, curriculum and workshop design
- Public Speaking - Presenting (to large and small groups)
- Teaching and coaching
- Interpersonal and relational skills, counseling, advising (including cross cultural competencies)

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Analytics

- Critical thinking
- Data analysis and synthesis (predictive analytics)
- Policy interpretation and analysis
- Survey design and evaluation
- Assessment and program evaluation
- Articulation and course evaluation

Financial management and student systems (technical and institutional skills)

- Block Grant Management, financial reporting and tracking
- Student information systems and tracking (mobile applications and device management)
- Enrollment management and tracking
- Detailed record keeping and data base management (degree checking and mapping)
- Network security

Executive support

- “Deans” support and academic planning
- Record keeping, executive briefing
- Committee and cross unit consulting and coordination
- Complex problem solving and decision making on behalf of deans and directors (including admissions and recruitment)

Project management

- Time and resource management (cost control and risk management)
- Contract management
- Scheduling and task management
- Team building, meeting facilitation and leadership skills
- Negotiating
- Executive level briefing and communications

Personnel management

- Hiring, interviewing, evaluating performance
- Recruiting, on-boarding and training
- Managing and supervising (including student workers and peer advisors)
- Meeting and team facilitation and coordination

Other _____

“Future” Work skills you have and would like to develop...see

<http://www.iftf.org/futureworkskills>



5 “future” skills/strengths you have



5 “future” skills you would like to develop

New media literacy: ability to critically assess and develop content that uses new media forms, and to leverage these media for persuasive communication

Computational Thinking: ability to translate vast amounts of data into abstract concepts and to understand data-based reasoning

Cognitive Load Management: ability to discriminate and filter information for importance...

Cross Cultural Competency: ability to operate in different cultural settings.

Design Mindset:: ability to represent and develop tasks and work processes for desired outcomes

Virtual Collaboration: ability to work productively, drive engagement, and demonstrate presence as a member of a virtual team

Social Intelligence: ability to connect to others in a deep and direct way, to sense and stimulate reactions and desired interactions.

Novel and Adaptive Thinking: proficiency at thinking and coming up with solutions and responses beyond that which is rote or rule-based.

Transdisciplinarity: literacy in and ability to understand concepts across multiple disciplines

Sense Making: ability to determine the deeper meaning or significance of what is being expressed.

Resume Boosters? When and How?

Publish_____

Present_____

Lead_____

Design_____

Collaborate_____

One **CRAZY** thing I could do to jump start my career transition_____

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(i.e., informational interview, visit a “dream” company, hire a resume designer, pitch an idea to the big boss, etc.?)

1. One thing I can do **this week** to start my career transition?

2. Another thing I am going to do **this month** to facilitate my career transition?

3. In **three months** I expect to _____