

SKILLS TO GET YOU THE JOB

Are you interested in a degree in Liberal Arts?

These are employers' most requested skills that you may need for a career in this field.

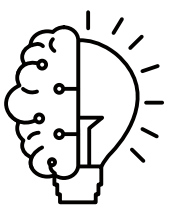


COMMUNICATION

Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities. Clearly and effectively exchange information, ideas, and perspectives inside and outside of an organization.

PLANNING

The ability to think about and successfully manage yourself, your colleagues, available resources, time, activities, and surrounding conditions to reach the desired goal.



PROBLEM SOLVING

Identify barriers and make decisions using sound, inclusive reasoning and judgment. Proactively anticipate needs, gather information from a diverse set of sources, and prioritize action steps.

PRODUCTIVITY SOFTWARE

Proficiency with software such as Microsoft Office and/or Google Workspace. Most specifically, employers are looking for skills with Excel, Word, and with a typing speed of at least 40 words per minute (WPM).



RESEARCH

The ability to find and evaluate useful information related to a specific topic. Assimilate (to learn and comprehend), assess and prioritize incoming information, and draw inferences from that information.

CUSTOMER SERVICE

The use of interpersonal skills, abilities, and methods to ensure customer satisfaction, meet customer needs, resolve issues, and ensure an overall positive experience.

