

TRANSFERABLE SKILLS FOR ACADEMICS

As scholars, we often assume that we're over-specialized and our skills are subject-specific. However, our academic training and work as faculty give us a range of abilities that are applicable to many different industries and occupations.

The chart includes ways to understand your skills outside of their institutional and disciplinary contexts. The "ROOTS" rows indicate where these skills get developed in academic work. Use the NOTES column to add your own ideas and examples and to highlight the skills that apply to you.

SKILL AREA	SPECIFIC SKILLS AND THEIR ROOTS	YOUR NOTES/EXAMPLES
ORAL COMMUNICATION	<ul style="list-style-type: none"> • Communicating complex topics to novice, intermediate, and expert audiences • Public speaking • Preparing effective verbal/visual presentations • Speaking with media 	
ROOTS	<ul style="list-style-type: none"> • Teaching to students of different levels • Creating PowerPoint presentations • Presenting research to peers • Responding to media requests 	
WRITTEN COMMUNICATION	<ul style="list-style-type: none"> • Communicating complex topics to novice, intermediate, and expert audiences • Responding to peer feedback on written materials • Providing effective written feedback on others' work • Excellent grammar and command of language • Preparation of educational materials • Technical writing • Effective email communication • 	
ROOTS	<ul style="list-style-type: none"> • Writing for academic and non-academic audiences • Responding to peer review • Responding to student work • Conducting reviews of others' work • Using daily email communication 	

PROJECT PLANNING & FUNDING	<ul style="list-style-type: none"> • Developing and planning major projects • Communicating the importance of projects to leadership and to funders • Attracting government, corporate, or other funding for projects • Consulting with multiple stakeholders in project development • Event planning 	
ROOTS	<ul style="list-style-type: none"> • Developing research projects, applying for funding, communicating with stakeholders • Planning for speakers, conferences, workshops, special events 	
PROJECT MANAGEMENT	<ul style="list-style-type: none"> • Setting and following multi-year timelines for project stages • Consulting with and meeting expectations of multiple stakeholders • Community engagement activities • Managing large budgets and payrolls • Reporting results to funders 	
ROOTS	<ul style="list-style-type: none"> • Completing thesis research • Writing a book • Managing funded or unfunded research projects 	
PROBLEM SOLVING & ANALYTICAL THINKING	<ul style="list-style-type: none"> • Working through complex problems • Choosing and/or developing effective methods for arriving at solutions • Trouble shooting systems and equipment • Analyzing qualitative and/or quantitative data 	
ROOTS	<ul style="list-style-type: none"> • Research methods training • Laboratory work • Analyzing literature, policy, archival materials, etc. 	
TIME MANAGEMENT & ORGANIZATION	<ul style="list-style-type: none"> • Meeting deadlines for multiple ongoing projects • Short, medium, and long range planning abilities • Keeping multiple work tasks moving forward and keeping organized 	

ROOTS	<ul style="list-style-type: none"> • Juggling multiple responsibilities such as teaching, service and research • Working on projects along a variety of timeframes 	
LEADERSHIP, SUPERVISION & TRAINING	<ul style="list-style-type: none"> • Chairing committees, departments, groups; running meetings • Supervising and training others • Leading major projects from inception through to completion • Managing budgets 	
ROOTS	<ul style="list-style-type: none"> • Supervising graduate and/or undergraduate students • Supervising research technicians • Training of students • Research project leadership • Administrative work • Leading lab and research groups • Professional association leadership roles • Committee work 	
INTERPERSONAL & PERSONAL QUALITIES	<ul style="list-style-type: none"> • Teamwork and committee work • Self-motivation • Able to work independently • Perseverance and follow through • Working with varied and sometimes challenging personality types 	
ROOTS	<ul style="list-style-type: none"> • Collaboration in research, teaching, and service work • Ability to complete long graduate training programs 	
TECHNICAL SKILLS	<ul style="list-style-type: none"> • Website set up and updates • Software skills • Video conferencing technology • Laboratory or technical equipment skills 	
ROOTS	<ul style="list-style-type: none"> • Creating and maintaining a research/personal website • Using a wide variety of software programs • Using remote teaching, presenting, and conferencing technologies • Lab and equipment use 	