

Career Development

at the University of Florida



Resources to support your
career advancement &
professional growth



Helpful Terms:



Job Family:

a series of related job titles with progressively higher levels of impact.



Career Path:

a pathway of progression or advancement within a particular job family.



Competencies:

knowledge, skills, and abilities required to be successful in a position.



Classification:

a system of categorizing titles and associated duties, responsibilities, and qualifications to ensure compliance with federal laws and regulations.



Career Opportunities within
a different job family





Career Opportunities within a different job family

1

Complete a self-assessment, analyze interests, and talk with colleagues

2

Explore possible career paths and identify knowledge and skill gaps

3

Engage in trainings and certificate programs to meet position requirements

4

Supplement your skills with additional LinkedIn Learning courses

5

Update your resume, network, and identify projects to expand your skills

6

Search for careers that suit your goals with Careers At UF





GROW TOGETHER
GROW
GREATER

Meet Anita



She is an HR Specialist II, looking for an opportunity to advance within a different job family, Office & Business Administration.

We will walk through the six steps for finding career opportunities within a different job family.



1



Anita takes some time to complete a self-assessment such as the O*Net Interest Profiler, CareerOneStop Interest Assessment, or CliftonStrengths to identify careers that match her interests and skills.



She also takes some time to think about what she likes/dislikes about her current position. She talks with colleagues, friends, and others about possible career opportunities.



2



Anita reviews career maps that outline common pathways for a specific job family.

She navigates to the Career Path website: <https://learn-and-grow.hr.ufl.edu/career-path>

She clicks on a new job family, Office & Business Administration.

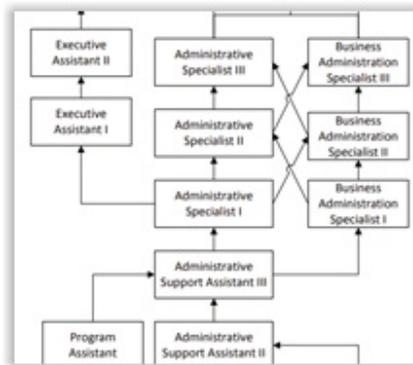


Link: <https://learn-and-grow.hr.ufl.edu/career-path>

2



Anita has a strong customer service background and enjoys assisting others, but would like to learn more about administrative positions outside of HR.



For Full Text and to Explore Further:

https://learn-and-grow.hr.ufl.edu/wp-content/uploads/sites/5/2018/05/Career-Path_Office-and-Business-Administration.pdf

There are several career paths within the Office of Business Administration where Anita can search for positions.



Link: https://learn-and-grow.hr.ufl.edu/wp-content/uploads/sites/5/2018/05/Career-Path_Office-and-Business-Administration.pdf

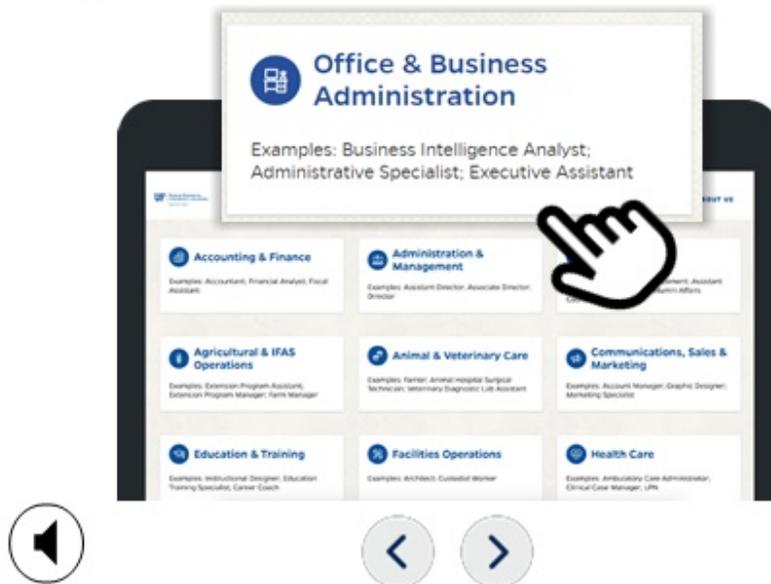
2



Anita navigates to the TEAMS titles webpage which includes duties, qualifications, and competencies for each job title:

<https://teams-titles.hr.ufl.edu>

She then selects Office & Business Administration and searches for Administrative Specialist II as one possible path.



Link: <https://teams-titles.hr.ufl.edu>

2



Anita then selects Administrative Specialist II and scrolls down to explore the competencies.

COMPETENCIES

- Effective Communications
- Interpersonal Relationships
- Problem Solving
- Service Excellence
- Accuracy And Attention To Detail

Explore Further: <https://teams-titles.hr.ufl.edu/teams-title/administrative-specialist-ii/>

Many positions share the same requirements – knowledge, skills, abilities, and competencies – that would allow a person to progress from one classification series to another.



Link: <https://teams-titles.hr.ufl.edu/teams-title/administrative-specialist-ii/>



2

When Anita selects a competency like Office Administration, she can find information about the levels of proficiency for the competency.

| BEHAVIOR STATEMENTS | |
|--|--|
| Proficiency Level 1 - Basic understanding | Discusses office administration activities in general terms. Describes roles and responsibilities of administration staff. Identifies common administrative activities and tasks. Lists record-keeping and confidentiality requirements. |
| Proficiency Level 2 - Working experience | Orders, stocks and distributes office supplies. Operates and maintains standard office equipment such as copiers, faxes, phones. Distributes internal and external correspondence to appropriate recipients. Coordinates travel arrangements and expense reimbursements. Arranges meetings, schedules rooms, equipment, refreshments, etc. |
| Proficiency Level 3 - Extensive experience | Performs all aspects of administrative support for a location or a department. Manages current equipment service agreements and support services. Processes and documents requirements for equipment or staff requisitions. Develops and maintains physical and electronic filing systems. Coordinates preparation and distribution of standard reports (e.g. status or activity). Documents administrative process flow to and from other functions and departments. |

For Full Text and to Explore Further:

<https://teams-titles.hr.ufl.edu/job-competency/office-administration/>



Link: <https://teams-titles.hr.ufl.edu/job-competency/office-administration/>

2



At the bottom of each competency page, there is a list of titles that also share the competency she is reviewing.

TITLES WITH SHARED COMPETENCIES

Administrative Specialist I

Administrative Specialist II

Administrative Support Assistant I

Administrative Support Assistant II

Admissions Assistant I

Admissions Assistant II

Executive Assistant I

Executive Assistant II

Explore Further: <https://teams-titles.hr.ufl.edu/job-competency/office-administration/>

This is a good place for Anita to get ideas for other potential job matches. While not an exhaustive list, this is a good place to get started.



Link: <https://teams-titles.hr.ufl.edu/job-competency/office-administration/>

3



UF-specific trainings are available to all employees on a wide range of topics.

Once Anita has completed Thrive for building foundational skills, she may want to consider the Gators Together certificate program.



THRIVE includes a broad range of topics designed for UF employees.



Gators Together is an Inclusion & Diversity certificate that promotes creating an inclusive climate for all.



3



In addition to UF trainings, there are many trainings specific to Anita's role. Anita may have already completed the PRO3 series for HR.



HR Roles includes new hire onboarding, PRO3 Series for key HR skills in myUFL and toolkits.

If Anita's new role is likely to include financial or research/grant-related duties, she might consider one of the programs below.



Financial Roles includes new hire onboarding, PRO3 Series for key financial skills in myUFL and toolkits.



Sponsored Programs Roles include foundational skills for research administrators with RAFT.



3



Anita may consider joining a community of practice to help with critical thinking, business process improvement, job advancement, and building positive relationships. Below are a couple to consider.



Gator Business Administrator Services (GBAS) is a professional development community designed for mid-to-high-level business administrators in finance, HR, & Sponsored Projects.



Mainspring is an interconnected community of professionals learning, sharing, and growing together to move the research enterprise forward.



3



Depending on Anita's progression, management and leadership skills may be important for certain roles. Here are a few programs that may be helpful to Anita as she advances in her career.



Supervisory Challenge is a series of courses aligned to the UF defined Leadership competencies. This is a self-paced option.

Manager's Cohort provides managers with a unique opportunity to complete The Supervisory Challenge certificate with a cohort of peers.



3



The Employee Education Program (EEP) enables full-time employees to receive six credit hours per semester at the state university closest to their work location.

Employees must be UF Academic Personnel, TEAMS, or USPS and in good standing. TEAMS employees may also attend classes at a public community or state college closest to their work location.



Anita might consider the EEP to enhance her qualifications as she searches for new positions.



4



After exploring the competencies and engaging in UF-specific training opportunities, Anita might be interested in additional learning opportunities through LinkedIn Learning.

<https://www.linkedin.com/learning/?u=41282748>

For example, Anita might notice that many jobs he is interested in are looking for effective communication skills. Enter, LinkedIn Learning.



LinkedIn Learning offers more than 13,000 free online training courses.

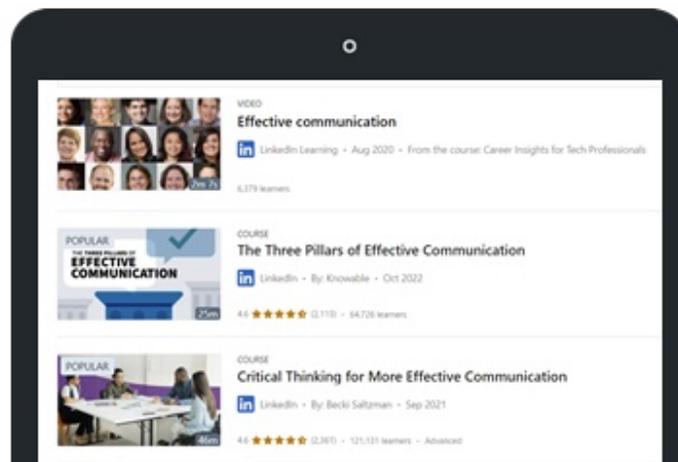
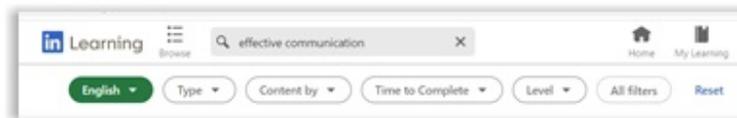


Link: <https://www.linkedin.com/learning/?u=41282748>

4



Anita may search for effective communication in LinkedIn Learning and pick a course or two to complete and improve her skills & knowledge.



5



Anita can then use tools such as the Career Collaboration Toolkit to update her resume and include new skills and knowledge and better match the competencies listed in the jobs she's applying for.

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/career-toolkits/careercollab/careers-career-collab/>



Anita adds her Thrive Certificate and LinkedIn Learning training to her resume.



Link: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/career-toolkits/careercollab/careers-career-collab/>

5



Anita can also network with her colleagues to identify career opportunities across campus.

This may include LinkedIn, professional associations, or groups on campus to connect with others. Anita decides to join the Association of Academic Women (AAW).



5



UF Engaged is UF's performance management process. It's an opportunity for leaders and employees to discuss career development on a quarterly basis.



This includes having discussions focused on supporting employee success and reviewing career development opportunities with employees.

This is a great time for Anita to discuss her interests, the skills she wants to develop, and possible advancement to an Administrative Specialist II.



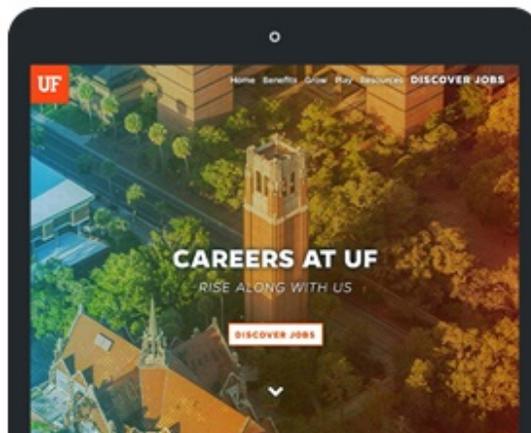
6



Anita is ready to search for a position where her experience and interests intersect in the Office & Business Administration job family.

Anita can find support navigating the Careers at UF portal, developing a cover letter and resume, or interview skills at:

<https://learn-and-grow.hr.ufl.edu/grow-greater/>



Link: <https://learn-and-grow.hr.ufl.edu/grow-greater/>

Additional resources can be found on the career development page at:

<https://hr.ufl.edu/career-development>

To explore career opportunities within the same job family or a leadership position, return to the career development website.



Link: <https://hr.ufl.edu/career-development>