Career Development at the University of Florida

Resources to support your career advancement & professional growth

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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 in management or leadership
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1. Identify career paths in your job family to find manager and leadership titles
2. Explore competencies and identify knowledge and skill gaps
3. Engage in trainings and certificate programs to build leadership skills
4. Supplement your skills with additional LinkedIn Learning courses
5. Outline your career goals with quarterly UF Engaged Check-ins and find a mentor
6. Search for careers that suit your goals with Careers At UF
Meet Vanessa

She is an Accountant IV, looking for an opportunity to advance to a manager or leadership position within the same job family, Accounting & Finance.

We will walk through the six steps for finding leadership opportunities.
Vanessa 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](https://learn-and-grow.hr.ufl.edu/career-path)

She clicks on the Accounting & Finance job family.

Link: [https://learn-and-grow.hr.ufl.edu/career-path](https://learn-and-grow.hr.ufl.edu/career-path)
Vanessa finds that there are several career paths within Accounting & Finance that lead to leadership positions. Accountant Manager would be a good next step for her.

For Full Text and to Explore Further:

Vanessa will do some research to understand what these positions entail.

Vanessa 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 Accounting & Finance and searches for Manager, Accounting as one possible path.

Link: https://teams-titles.hr.ufl.edu
Vanessa then selects Accounting Manager and scrolls down to explore the competencies.

COMPETENCIES
- Accountability
- Advocacy
- Coaching/Mentoring
- Collaboration
- Communication

Explore Further: https://teams-titles.hr.ufl.edu/teams-title/manager-accounting/

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/manager-accounting/
When Vanessa selects a competency like Facilitative Decision Making, she can find information about the levels of proficiency for the competency.

For Full Text and to Explore Further:
https://teams-titles.hr.ufl.edu/job-competency/facilitative-decision-making/

Link: https://teams-titles.hr.ufl.edu/job-competency/facilitative-decision-making/
At the bottom of each competency page, there is a list of titles that also share the competency she is reviewing.

<table>
<thead>
<tr>
<th>TITLES WITH SHARED COMPETENCIES</th>
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</thead>
<tbody>
<tr>
<td>Assistant Dean</td>
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<tr>
<td>Assistant Director, Academic Support Services</td>
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<tr>
<td>Assistant Director, Admissions</td>
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</tbody>
</table>

Explore Further: https://teams-titles.hr.ufl.edu/job-competency/facilitative-decision-making/

This is a good place for Vanessa to get ideas for other potential job matches. While not an exhaustive list, this is a good place to get started.
UF-specific trainings are available to all employees on a wide range of topics including leadership.

As an emerging leader, Vanessa may want to focus on completing a training series that covers a variety of important topics. The following programs would help build a strong foundation.

**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.

**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 an opportunity to complete the Supervisory Challenge with a cohort of peers.
There are several leadership offerings for current leaders wanting to advance their practice.

**UF Academy** is designed for emerging leaders at UF offering an immersion in the culture and organizational structure of our institution.

**Advanced Leadership for Academics and Professionals (ALAP)** is a program offers UF academic and professional leaders a program to deepen their leadership skills.

Graduates of the UF Academy and ALAP can join the UF Leadership Network (UFLN).

**UF Leadership Network (UFLN)** is a network of leadership professionals that explores leadership topics/issues and provides opportunities for networking and collaboration.
Vanessa may consider joining a community of practice.

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.

UF Leadership Network (UFLN) is a network of leadership professionals that explores leadership topics/issues and provides opportunities for networking and collaboration.
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.

Vanessa might consider the EEP to enhance her qualifications and leadership skills as she searches for new positions.
After exploring the competencies and engaging in UF-specific training opportunities, Vanessa might be interested in additional learning opportunities through LinkedIn Learning.

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

For example, Vanessa might notice that many leadership positions she is interested in are looking for strategic thinking skills. Enter, LinkedIn Learning.

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

Link: https://www.linkedin.com/learning/?u=41282748
Vanessa may search for strategic thinking in LinkedIn Learning and pick a course or two to complete and improve her skills & knowledge.
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 Vanessa to discuss her interests, the skills she wants to develop, and possible advancement to a managerial role.
Vanessa is ready to search for a position where her experience and interests intersect in the Accounting & Finance job family.

Vanessa 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/
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 in a new job family, return to the career development website.