

Content Item ID	Title	Description
C001	Ethical Practices and Behavior	Ability to adhere to ethical business practices and promote ethical behavior.
C002	Strategic Management	Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals and objectives.
C003	Customer Service	Ability to demonstrate effective customer service skills.
C004	Effective Communication	Ability to communicate effectively verbally and in writing.
C006	Training Preparation	Ability to compile printing materials and visual aids for training.
C008	Equipment Design/Modification	Ability to interpret, conceptualize, design, and modify equipment to meet specialized requirements.
C009	Technology Communication	Ability to convey technical information to technical and non-technical users.
C012	Crisis Management	Ability to deal with crises and manage sensitive information.
C013	Critical Thinking	Ability to demonstrate critical thinking based upon in-depth data, substantiating information, considering and respecting others' input personal values, and ethics.
C014	Marketing Development	Ability to develop and implement a successful marketing plan/strategy.
C015	Policy Development	Ability to develop and implement policies, procedures, goals, and objectives.
C016	Documentation	Ability to document existing and new processes.
C017	Train/Direct Others	Ability to effectively train and direct the work of others.
C018	Alumni/Donor Relations	Ability to establish and maintain alumni and donor relations.
C019	Working Relationships	Ability to establish and maintain effective working relationships.
C020	Applicant Evaluation	Ability to evaluate applicant information and determine eligibility.
C021	Process Evaluation	Ability to evaluate process effectiveness and develop change or alternatives.
C022	Medical Evaluation	Ability to assess patient condition independently or in consultation. Provide appropriate treatment or referral for treatment.
C023	Evidence Processing	Ability to organize, categorize, and process evidence.
C024	Information Compilation	Ability to gather, interpret, report, and/or edit information.
C025	Mgmt Problem Solving	Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
C026	Trend Analysis	Ability to identify trends, predict impact of actions on system operations, detect discrepancies in the function of an organization, and take necessary action to correct performance.
C027	Research Performance	Ability to independently perform tests, examinations, and procedures relevant to the assigned area of research.
C028	Audits and Investigations	Ability to conduct audits and investigations.
C029	Technology Interface	Ability to interface business applications with other systems.
C030	Interpret Technical Specs	Ability to interpret complex written specifications and conditions.
C031	Architectural Interpretation	Ability to interpret architectural/construction drawings, specifications, codes, standards, and regulatory requirements.
C032	Academic Program Requirements	Ability to interpret academic program requirements and provide advice.
C033	Team Management	Ability to maintain and improve personal and team effectiveness, and foster change and creativity.
C034	Purchasing Decisions	Ability to make purchasing decisions based on independent research and judgment.
C035	Physical Requirements	Ability to meet physical requirements as determined by position.
C036	Meeting Deadlines	Ability to meet project deadlines.
C037	Food Service Equipment	Skill in the safe and proper use of materials and equipment used in a dining or food service facility.
C038	Attention to Detail	Ability to perform accurately in a detail oriented environment.

C039	Basic Math	Ability to perform basic mathematical calculations.
C040	On-Site Design/Engineering	Ability to perform on-site design services and field engineering work.
C041	Photography/Graphic Operations	Ability to plan, implement, and direct photography, graphics, and audio/visual associated operations.
C042	Budget Prep/Monitoring	Ability to prepare and monitor budget information.
C043	Present Scientific Findings	Ability to prepare reports and present scientific findings.
C044	Workshop Preparation	Ability to prepare, coordinate, and conduct workshops.
C045	Prioritize and Multi-task	Ability to prioritize, organize and perform multiple work assignments simultaneously.
C046	Leadership/Direction	Ability to provide leadership and direction in programmatic, budgetary, and operational functions.
C047	Counseling Techniques	Ability to provide subject matter expertise and counsel others.
C048	University Representation	Ability to represent the University in appointed area as required.
C049	Data Reconciliation	Ability to compile, review, and reconcile data for accuracy, completeness, and compliance.
C050	Project Work Review	Ability to review project work, quantities, costs, accuracy of specifications, completeness, and constructability.
C051	Equipment Operation	Knowledge of and ability to safely operate machinery, tools, equipment and materials used in area of work.
C052	Strategic Planning	Ability to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others, and motivate others to transfer vision into action.
C053	Supervisory Requirement	Ability to train and supervise employees.
C055	Follow Instructions	Ability to understand and follow written and oral instructions.
C056	Training Needs/Development	Ability to understand and interpret educational needs and to develop effective instructional media solutions.
C057	Firearm Standards	Ability to use a firearm proficiently per standards set by the Criminal Justice Standards and Training Commission (CJSTC).
C059	Blueprints Specifications	Ability to utilize blueprints and specifications.
C060	Multimedia Techniques	Ability to utilize multimedia approaches to training.
C062	Problem Solving Skills	Ability to utilize problem solving skills.
C063	Self Defense	Ability to utilize self defense procedures.
C064	Technical Skills	Ability to utilize technical skills.
C065	Artistic Knowledge	Knowledge and ability in chosen artistic profession.
C066	Academic Resource Knowledge	Knowledge of academic resources available to students.
C067	Fundraising Ability	Ability to solicit donors.
C068	Enrollment Management	Knowledge of admissions, registration and graduation requirements.
C069	Adult Education Theory	Knowledge of adult learning theory.
C070	Museum Operations	Knowledge of and ability to apply the processes, procedures and methods used in museum operations in compliance with applicable governing entities such as the American Association of Museums.
C071	Safe Work Environment	Knowledge of and ability to identify safety hazards and necessary safety precautions to establish a safe work environment.
C072	Athletic Rules & Regulations	Knowledge of and ability to interpret and apply NCAA and ACC rules and regulations.
C074	Laws, Rules & Regulations	Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.

C075	University Policy	Knowledge of and the ability to interpret and apply related University policies, procedures, principles, and practices.
C076	Computer Application Knowledge	Knowledge of applicable computer applications and basic computer functions.
C077	Computer Software & Systems	Knowledge of applicable computer software and operating systems.
C078	Production Special Effects	Knowledge of applicable lighting systems, sound production, and special effects.
C079	Computer Programming	Ability to utilize and develop programming language and tools within the technology field.
C080	Art Education	Knowledge of art/art education field.
C081	AV Editing Techniques	Knowledge of and ability to utilize audio and/or video recording, mastering and editing techniques.
C082	Filing/Recordkeeping	Ability to maintain accurate records and retrieve files from active or archive sources. Basic filing practices to include numeric and alphabetic systems.
C083	Medical Resources	Knowledge of available medical resources and terminology.
C085	Career Counseling Resources	Knowledge of career counseling tools and resources.
C086	Coaching Techniques	Knowledge of coaching methods.
C087	Collections & Cataloguing	Knowledge of collections development, acquisitions and cataloguing.
C088	Telecommunications	Knowledge of concepts, practices, and procedures within the telecommunications, network, and data fields.
C089	Contract Administration	Knowledge of contract administration.
C090	Research Animal Care	Knowledge of proper care for research animals.
C091	Media Technology & Trends	Knowledge of current media technology and trends.
C092	Medical Treatment	Knowledge of and ability to apply current principles, methods and practices for the delivery of medical evaluation, diagnosis and treatment.
C093	Data Analysis Techniques	Knowledge of data analysis techniques and methodology.
C094	Testing Methodologies	Knowledge of data gathering, analysis, testing methodologies, practices, and techniques.
C095	Blueprint Design	Knowledge of design techniques, tools, and principles involved in the production of precision technical plans, blueprints, drawings, and models.
C096	Fiscal/Accounting Technology	Knowledge of electronic data processing as it applies to fiscal and accounting activities.
C097	Purchasing Data Processing	Knowledge of electronic data processing as it applies to purchasing activities.
C098	Electronic Repair	Knowledge of electronic repair and the ability to troubleshoot electronic systems.
C099	Environmental Safety	Knowledge of federal, state, and local safety regulations, protocols, and procedures as they pertain to chemical, hazardous waste, industrial hygiene, or environmental health standards.
C100	Contract & Grant Fund Sources	Knowledge of federal, state, and private sources for contract and grant funds.
C101	Student Financial Resources	Knowledge of financial resources available to students.
C102	Accounting Principles	Knowledge of and ability to apply Generally Accepted Accounting Principles (GAAP).
C103	Instructional Systems	Knowledge of instructional systems development (ISD) models, applications, and best practices.
C104	Journalism	Knowledge of journalism ethics, rules, and procedures.
C105	Marketing Research	Knowledge of marketing research techniques and tools.
C106	Construction Methodology	Knowledge of materials, methods, and the tools involved in the construction or repair of buildings, garages, or other structures.
C107	Psychiatric Care	Knowledge of medical information and treatment procedures related to psychiatric care.
C108	Motor Vehicle Maintenance	Knowledge of parts, equipment, maintenance and the mechanical operation of motor vehicles.
C109	First Aid	Knowledge of and ability to perform First Aid response.

C111	Pharmaceutical Practices	Knowledge of prescription drugs and other medications and the standard concepts, practices and procedures related to pharmaceuticals.
C112	Academic Program Planning	Knowledge of principles and practices of academic program planning, development, and evaluation.
C113	Event Planning	Knowledge of the principles and practices of event planning and ability to coordinate, organize and evaluate meetings and/or events.
C114	Project Planning	Knowledge of the principles and practices of project planning, development, and evaluation.
C116	Construction Project Mgmt	Knowledge of principles, concepts, and methodology in designing, estimating, planning, and inspecting construction projects and managing project schedules.
C117	Human Resource Administration	Knowledge of principles, practices, and standards of human resource administration in assigned area.
C118	Facilities Operations	Knowledge of processes, procedures, and methods used in facilities operations.
C119	Master Planning	Knowledge of processes, procedures, and methods used in master planning.
C120	Construction Design	Knowledge of professional design in construction management.
C121	Public Relations Practices	Knowledge of public relations practices.
C122	Procurement Practices	Knowledge of purchasing, procurement, budgeting, and administrative management.
C123	Pharmacy Care	Knowledge of relevant drugs and non-pharmaceutical patient care aids.
C124	Reporting Techniques & Tools	Knowledge of reporting techniques and exposure to reporting tools.
C126	Research Methods	Knowledge of research methodology, principles, and practices in area of work.
C127	Scientific Problem Solving	Knowledge of scientific rules and methods to solve problems.
C128	Sports Medicine	Knowledge of current best practices in sports medicine and physical fitness.
C129	Computer Support Practices	Knowledge of standard concepts, practices, and procedures for computer support.
C130	Counseling Methodology	Knowledge of standard concepts, practices, and procedures of health, human services, and counseling programs.
C131	Psychological Counseling	Knowledge of standard concepts, practices, and procedures related to psychological counseling and assessment.
C132	Network & Data Practices	Knowledge of standard concepts, practices, and procedures within the network and data field.
C133	Programming Languages	Knowledge of standard programming languages, concepts, practices, and procedures within the technology field.
C134	Student Program & Activities	Knowledge of student programs and activities.
C136	Management Practices	Knowledge of the concept, principles and practices of management.
C137	Budgeting Practices	Knowledge of the concepts, principles, and practices of accounting, budgeting, and cost control procedures.
C138	Career Counseling	Knowledge of the concepts, principles, and practices of career counseling and development.
C139	Collections Management	Knowledge of the concepts, principles and practices of collections management to include proper handling, installation, preservation and/or maintenance.
C140	Data Collection	Knowledge of the concepts, principles, and practices of data collection.
C141	Engineering Practices	Knowledge of the concepts, principles, and practices of engineering as applied to innovative research applications.
C142	Musical Concepts	Knowledge of the concepts, principles, and practices of musical composition and accompaniment.
C143	Theatre & Stage Management	Knowledge of the concepts, principles, and practices of theatre layout, production, and stage management.
C144	Auditing Standards	Knowledge of the International Standards for the Professional Practice of Internal Auditing.

C146	Library Practices	Knowledge of the policies and practices of library services.
C147	Mental Health Evaluation	Knowledge of mental health evaluation instruments.
C148	Fiscal Control	Knowledge of the principles and practices of fiscal control systems.
C149	Fundraising & Development	Knowledge of the principles, practices and acceptable techniques of coordinating fundraising and development activities.
C151	Student Program Planning	Knowledge of the principles and practices of student program planning, development, and evaluation.
C152	Editing/Proofreading	Ability to write and/or proofread and edit written word and/or information in various formats.
C153	Television & Radio Production	Knowledge of the standards, principles, trends, and practices of television and radio production.
C154	Training Methodology	Knowledge of training and teaching methodology.
C155	Parking Infrastructure	Knowledge of University facilities and parking infrastructure.
C156	Web Design	Knowledge of web design and development.
C157	Instructional Software	Proficient skills in multimedia and instructional course software.
C158	Treatment of Diverse Persons	Skill in assessment and treatment of persons from diverse populations.
C159	Clinical & Research Projects	Skill in conducting clinical and research projects.
C160	Material Costs Estimation	Skill in estimating the costs of materials and equipment.
C161	Compliance and Accreditation	Knowledge of and ability to apply accreditation and/or compliance standards of applicable association, bureau, or other recognized governing entity in area of work.
C162	Report Preparation	Skill in preparing clear and concise reports, policies, procedures, correspondences, and other written materials.
C163	Peoplesoft Methodology	Knowledge of PeopleSoft development and interfacing methodology.
C164	Public Speaking	Skill in public speaking.
C165	Physical or Life Science Field	Knowledge of the physical or life science field.
C166	Conflict Resolution	Ability to utilize conflict resolution skills.
C167	Active Listening	Ability to listen and record accurate information.
C168	Admissions Processes	Knowledge of university admissions processes.
C169	Multicultural Affairs	Knowledge of diverse populations and multicultural affairs.
C170	Accounting Systems	Knowledge of accounting systems and practices.
C171	Art Storage and Display	Knowledge of art storage and display methods, techniques, and procedures.
C172	Collection/Cash Transactions	Knowledge of collection and/or cash handling procedures and ability to perform monetary transactions.
C173	Juvenile Delinquents	Ability to work with juvenile delinquents.
C174	Custodial Practices	Knowledge of the practices and procedures of custodial work.
C175	Independence	Ability to perform assigned responsibilities with minimal to moderate supervision.
C176	Inbound/Outbound Shipments	Ability to coordinate shipping and receiving activities. Package products for shipment and delivery and/or receive inbound packages and process appropriate documentation.
C177	Groundskeeping Practices	Ability to perform groundskeeping work to include the transplanting, cultivation, pruning, and trimming of plants, shrubs, and trees.
C178	Networking Materials	Knowledge of cable, fiber, microwave networks, and satellite systems including the underlying theories and principles.
C179	Office Practices	Knowledge of office practices, procedures, and etiquette.

C180	Exhibit Design/Installation	Knowledge of exhibit displays, display design and installation. May include framing, art installation, construction and finishing, carpentry work, alterations and repairs.
C181	Musical Instruments	Knowledge of musical instruments and relationships.
C182	Instrument Performance	Ability to distinguish tonal quality and accurately tune instruments to their optimum performance ability.
C183	IT Security	Knowledge of information technology security measures.
C184	Food Preparation	Skill in preparing foods and desserts.
C185	Emergency Communications	Knowledge of emergency communications and hazard response practices, procedures, and protocols.
C186	Emergency Situations	Ability to differentiate emergency from non-emergency situations.
C187	Child Development	Knowledge of and ability to apply child development theories and methodology.
C188	Innovation	Ability to conceptualize and implement ways to improve the organization by taking risks to enhance the speed and organizational ability to adapt, change and create.
C189	Inventory Management	Knowledge of the processes involved with inventory management and control.
C190	Skilled Trades	Knowledge of the practices and the ability to perform skilled carpentry, painting, plumbing, electrical, HVAC, or other related trades work.
C191	Terminology	Ability to understand and interpret terminology related to area of work.
C192	Technical Manuals & Specs	Ability to read and interpret technical manuals, equipment diagrams, and specifications.
C193	Glassblower Practices	Knowledge of and ability to apply practices of the glass blowing trade.
C194	Graphic Design Layout	Knowledge of graphic layout techniques and art in a digital format.
C195	Graphic Images	Skill in analyzing and determining the most appropriate media for creation of graphic images.
C196	Grounds & Landscape Techniques	Knowledge of landscaping and groundskeeping techniques.
C197	Health Practices	Knowledge of the standard concepts, practices, and procedures within medical, health, human services, and counseling programs.
C198	Photography Techniques	Knowledge of photography techniques, imaging software, darkroom processes, and photographic equipment.
C199	Motor Vehicle Operation	Skill in safely operating various types of motorized vehicles including but not limited to dump trucks, tractors, forklifts, pallet trucks, front-end loaders, and golf-carts.
C200	Equipment Maintenance	Ability to troubleshoot, diagnose, maintain and repair a variety of equipment and machinery used in area of work.
C201	Computer Assisted Graphics	Knowledge of Computer assisted graphics and associated peripherals, digital cameras, and related equipment.
C202	Medical Exams/Tests	Knowledge of and ability to safely perform medical examinations and/or tests on patients including but not limited to X-Rays, EKGs and radiological exams.
C203	Computer Operations	Knowledge of computer operations, functions, and related peripherals
C204	General Maintenance Practices	Knowledge of general maintenance principles, practices and techniques.
C205	Information Processing	Knowledge of information processing and transmission equipment.
C206	Manual Labor	Ability to perform manual labor.
C207	Physical Exams	Ability to perform physical exams
C208	Landscape Architecture	Knowledge of the principles and practices of landscape architecture.
C209	Design Interpretation	Ability to interpret technical and artistic designs and create a final product.
C210	Patient Treatment Plans	Ability to develop patient Individual Treatment Plans.

C211	Currency Management	Knowledge of foreign currency markets and exchange rate management.
C212	Real Estate	Knowledge of real estate procurement and contracting.
C213	International Business	Knowledge of international corporate culture and business practices.
C214	Payroll Administration	Knowledge of principles, practices, and standards of payroll administration in assigned area.
C215	Developmental Advising	Ability to understand and implement the elements of the Advising First Developmental Advising Model.
C216	Student Interaction	Demonstrated ability to relate to students through the use of basic communication, helping, and problem-solving.
C217	Student Conduct Code	Knowledge of principles, practices, and standards related to the adjudication of student conduct code violations.