



Stony Brook
University

Career Center



ACES

AFFIRMING COMPETENCIES AND ESSENTIAL SKILLS

Receive recognition for the mastery of competencies and skills gained through experiences such as internships, leadership and volunteer positions, research and on or off-campus jobs. Stand out as a more qualified candidate with visual badges on your LinkedIn, resume, Handshake, and other social networking platforms.



CAREER MANAGEMENT

Identify and articulate one's skills, strengths, and knowledge derived through experience. Actively identify areas for professional and personal growth, and self-advocate in the workplace. Utilize resources to navigate and explore career options, and take the action steps necessary to pursue opportunities.



COMMUNICATION

Demonstrate the ability to effectively communicate verbally and through writing to individuals inside and outside of the organization. Remain professional even during tense conversations or disagreements. Express thoughts and ideas succinctly in oral forms and via email, letter, or written statements. Compose and edit memos, letters, and technical reports clearly and effectively.



CREATIVITY AND INNOVATION

Discover new ideas through creative thinking and considering unmet needs in the local and global community. Develop strategies to bring ideas into a real-world context, and effectively communicate with others for feedback and collaboration. Demonstrate innovation by implementing new ideas and creating change in existing systems.



CUSTOMER SERVICE

Demonstrate experience in providing excellent customer service by solving customer/client issues in a professional and timely manner. Create pleasant, easy, and efficient experiences for customers/clients, communicate accurate and useful information calmly and professionally, and treat customers/clients as they would want to be treated.



DIGITAL TECHNOLOGY

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. Demonstrate adaptability to new and emerging technologies. Select and use appropriate technology to accomplish a given task whether it involves storing, retrieving, manipulating, or visualizing data. Apply computing skills to solve problems.



GLOBAL COMPETENCE

Global competence refers to the skills, attitudes, values and cross-cultural awareness necessary to thrive in an ever-changing world. Globally and culturally competent students are aware of the differences that exist between cultures, can understand and respect diverse perspectives, and are able to operate at a professional level in an intercultural and international workplace.



LEADERSHIP

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Assess and manage emotions and those of others, use empathetic skills to guide and motivate, and organize, prioritize, and delegate work. Set a strong example for other workers by taking initiative and displaying a positive attitude and commitment to excellence. Be able to recognize leadership qualities in peers, refine leadership style and articulate this style to others, and guide and persuade others to understand alternative solutions and ideas.



PEER EDUCATION

Demonstrate effective peer education skills by conducting in-person or virtual outreach with peers through formal and informal interactions. Showcase level of expertise and comfortability with material to be able to articulate and share knowledge with others. Be able to break down complex instructional skills into developmental parts and demonstrate competence in each element of instruction.



PROBLEM SOLVING

Exercise sound reasoning to analyze issues, make decisions, adjust processes, and overcome problems. Gather requisite information needed to analyze the issue and consider multiple perspectives and the role of others when drawing conclusions. Obtain, interpret, utilize and share knowledge, resources, facts, and qualitative/quantitative data in the process. Demonstrate originality and inventiveness.



PROFESSIONALISM

Demonstrates personal accountability and effective work habits such as punctuality, working productively with others, and time workload management. Understands the impact of non-verbal communication on professional work image. Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from mistakes.



PROJECT DESIGN

Demonstrate evidence of designing a specified project with a detailed plan as to how the team or the department/employer/business are going to achieve that goal. Showcase how you or your team applied available tools as well as expertise and knowledge to execute each step. This includes understanding the project's scope, resources, time stipulations, money and effectiveness.



PUBLIC SPEAKING

Articulate thoughts and ideas clearly in writing or oral forms to get your message across to an audience. Demonstrate the ability to speak in front of others while getting your message across by organizing and planning material that will resonate with your audience, speaking with confidence and presenting your ideas in a professional manner, and gathering feedback from audience members.



SUPERVISION

Demonstrate experience in the supervision of others by delegating projects to a team of people, encouraging employees and communicating feedback, resolving conflicts and navigating difficult conversations, and organizing thoughts, ideas, and plans to balance the projects and priorities of multiple people at once.



TEAMWORK

Demonstrate collaboration with others, effective communication, and contribution to the success of the efforts of a group or team. Provide a positive influence and support to the overall mission of a group or organization, and facilitate discussion and dialogue among others. The earner demonstrates integrity and ethical behavior in their experience and acts with the interests of the larger community in mind.



TIME MANAGEMENT

Demonstrate techniques on how to prioritize tasks and activities in order to successfully manage time to achieve goals. Identify the benefits of managing your time and priorities, analyze time management and/or prioritization techniques and select or create one that works for you, and be able to categorize your activities by high priority, medium priority, and low priority in order to manage complex tasks or projects with less stress.

LANGUAGES - ARABIC, FRENCH, GERMAN, ITALIAN, RUSSIAN, SPANISH

Demonstrate effective verbal and written communication in the indicated language. Be able to articulate thoughts, ideas, and positions clearly and effectively in oral forms, as well as succinctly and professionally via email, letter, or written statements in the language.

Earn digital recognition for competency in the following languages:
Arabic, French, German, Italian, Russian, Spanish.

