

ADMINISTRATIVE STAFF COMPETENCIES

CORE COMPETENCIES		
Category	Competency Title	Competency Requirements
Shared Values	<i>Commitment to Excellence</i>	<ul style="list-style-type: none"> * Demonstrates a commitment to competently perform his/her job duties and responsibilities within established time frames. * Continuously strives to improve work performance. * Accepts responsibility for his/her commitments to the university. * Contributes to the success of the university by consistently providing quality results in the performance of his/her job duties and responsibilities.
	<i>Respect and Cooperation</i>	<ul style="list-style-type: none"> * Treats others with courtesy, respect, and dignity in the workplace. * Promotes cooperation through open and honest communications and consideration of others ideas, thoughts, and opinions.
	<i>Integrity</i>	<ul style="list-style-type: none"> * Demonstrates high ethical standards of conduct in the performance of his/her job duties and responsibilities. * Accepts responsibility for his/her actions. * Respects and complies with department and university policies, procedures, and work rules.
Work Behaviors	<i>Leadership</i>	<ul style="list-style-type: none"> * Leads the organizational unit's endeavors to achieve its goals and objectives in support of the university's vision and mission. * Oversees the organizational unit's operations in accordance with the university's shared values of excellence, student success, inclusiveness, respect, and integrity. * Fosters a dynamic work environment that encourages teamwork and cooperation.
	<i>Accountability</i>	<ul style="list-style-type: none"> * Accountable for oversight of organizational unit's projects and initiatives; monitors utilization of allocated resources and status of projected time frames. * Ensures organizational unit's operation are in compliance with university and department policies and procedures; responsible for development and revision of policies and procedures for assigned area(s). * Resolves complex issues after careful consideration of all relevant information. * Collaborates with other university administrators to keep the university apprised of significant developments and issues.
	<i>Change Management</i>	<ul style="list-style-type: none"> * Manages the development and implementation of change initiatives to advance the university's goals and objectives. * Assesses the availability of resources and ascertains additional resources required to effect change within projected timelines. * Promotes the benefits of new methods, technology, and/or work environments resulting from changes. * Addresses concerns to minimize impact of potential consequences of changes. * Provides encouragement and support to employees through the change process. * Supports changes in the university's organizational structure.

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Administrative	<i>Strategic Planning</i>	<ul style="list-style-type: none"> * Develops organizational unit's short- and long-term goals and objectives that align with the university's strategic plan. * Establishes assessment measures to evaluate the organizational unit's progress toward accomplishing its goals and objectives. * Determines priorities and allocates resources to achieve the organizational unit's goals and objectives. * Anticipates potential difficulties and concerns, and develops feasible contingency plans. * Collaborates with other university administrators to coordinate efforts across organizational units.
	<i>Talent Management</i>	<ul style="list-style-type: none"> * Communicates the organizational unit's priorities and initiatives to employees and the importance of their contributions to the organizational unit's goals and objectives. * Motivates employees by encouraging a commitment to excellence and recognizing employee accomplishments. * Clearly defines employee responsibilities and expectations; provides guidance and constructive feedback. * Encourages employee participation in professional development and training, and supports mentoring and on-the-job training to provide the tools for employees to be successful. * Promotes teamwork and a work environment that fosters cooperation. * Manages the resolution of performance issues expeditiously and with discretion.
	<i>Financial Administration</i>	<ul style="list-style-type: none"> * Assesses and modifies organizational unit's budget annually to provide sufficient resources for organizational unit's operations aligned with goals and objectives, in consideration of the university's budget constraints. * Directs administration of the organizational unit's budget to ensure effective utilization of financial resources and compliance with federal, State, and university policies and procedures. * Approves disbursement of funds consistent with the organizational unit's budget. * Monitors status of organizational unit's budget, and directs the resolution of deficiencies and/or discrepancies.
	<i>Organizational Engagement</i>	<ul style="list-style-type: none"> * Positively represents organizational unit to internal and external constituents in support of the organizational unit's efforts and in recognition of its accomplishments. * Coordinates with other university administrators to collaborate endeavors across organizational units. * Builds rapport with external constituents to advance the organizational unit's goals and objectives and engage the community with the university's efforts to address the needs and advance the development of the region. * Competently responds to audits and requests from governmental entities and UH-System on behalf of the organizational unit.