

Qualities of a Successful LINC Staff Applicant

These are qualities that we hope our candidates strive for and/or display. We do not expect any applicant to be perfect in all of these areas, but if these criteria resonate with you as characteristics you value, continue reading!

1. **Enthusiastic**

- Demonstrates a positive attitude toward work, is dependable
- Committed
- Willing to learn and grow and challenge himself/herself
- Interested in learning about campus and community resources
- Capable of taking initiative with, energizing and motivating others

2. **Communication skills**

- Clearly expresses ideas using written and verbal skills
- Listens attentively, has positive regard for speaker
- Asserts thoughts, ideas, opinions
- Gives and accepts feedback
- Provides excellent customer service
- Uses professional phone etiquette

3. **Leadership potential**

- Effectively facilitates a group
- Encourages participation in group from all members and seeks consensus
- Uses group membership to explore ideas, direct energy and guide
- Incorporates and acts on ideas of others
- Understands and articulates the value of educational and social programming
- Assesses and articulates needs of students
- Makes decisions in difficult situations

3. **Organized**

- Prioritizes tasks and completes them in a timely and thorough manner
- Effectively manages time and juggles responsibilities and commitments
- Delegates tasks to others

5. **Compassionate**

- Possesses concern for and understanding of others
- Displays empathy and active listening skills
- Displays friendly, open, inviting behavior
- Shows commitment to help others grow and develop through their college experience

6. **Positive Role Model**

- Possesses a positive self image, self confidence and internal motivation
- Displays maturity and responsible decision-making skills
- Articulates strengths and weaknesses
- Self-disciplined and motivated from within
- Maintains a professional manner under all conditions

7. **Sensitivity to and Appreciation of Diversity**

- Listens to and learns more about views, ideas, opinions different from his/her own
- Encourages understanding of and shows respect for people's race, culture, religion, gender, experience, age, sexual orientation and political choice
- Listens to and responds to all members of the community