

“Oh, The Places You Will Go”: The Gears of Research Administration



SKILLSETS FOR RESEARCH ADMINISTRATION AND BEYOND

- Software Skills (Excel, Word, Adobe, etc.)
- Accounting/Budgeting/Mathematics
- Risk Management
- Analytical Skills
- Creative Thinking
- Critical Thinking
- Conflict Resolution/Problem-Solving
- Decision-Making
- Presentation Skills/Public-Speaking
- Communication Skills (oral, written, listening, etc.)
- Self-Management/Initiative
- Time Management Skills
- Research/Investigative Skills
- Prioritization and Planning Skills
- Global Perspective Skills
- Interpersonal Skills
- Teamwork
- Stress Management Skills