

Frequently Used Job Posting Language

Below is a compilation of the most commonly used language used in MBA job postings at UNC Kenan-Flagler. These are examples only and are intended to aid you in writing job descriptions.

General qualifications include:

- Work authorization:
 - Permanent US
 - Non-Permanent US
- Work experience for current MBA Students:
 - 3-6 years pre-MBA work experience. (years of experience may vary by role/company)
 - Work experience in specific corporate environment (if required)
 - Industry specific work experience (if required)
- Education requirements:
 - MBA preferred/required. List specific concentrations, if desired. (Finance, Marketing, etc.)
 - Currently enrolled in an MBA program (for internship postings)
 - Cumulative undergraduate GPA of XX or higher (if desired)
 - Strong academic record

General requirements/ personal characteristics include:

- Exceptional leadership ability:
 - Superior leadership skills
 - Lead projects, diverse teams, deliver results
 - Demonstrated leadership ability
 - Leadership & team-building abilities
 - Solid leadership experience via work, school, or extracurricular activities
 - Collaborative team skills
- Excellent communication skills:
 - Ability to communicate crisply and candidly
 - Strong written and verbal communication
 - Exceptional interpersonal and communication skills
 - Strong business acumen, communication, interpersonal and influence skills
 - Ability to express their ideas clearly, balancing passion with comprehension
 - Strong interpersonal skills

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- Results oriented:
 - Proven high level of performance
 - Highly motivated to achieve desired goals and objectives
 - Integrity, supported by a proven record of delivering results
 - Focuses on the critical few objectives that add the most value and channels their own and others energy to consistently deliver results that meet or exceed expectations
 - Results oriented track record; generating results that have a positive, measurable impact on the clients bottom line
 - Highly motivated
 - Balances immediate & long term priorities

- Strong analytical skills:
 - Strong analytical/problem solving abilities
 - Superior quantitative and analytical skills
 - Efficiency, exhibited through strong financial and analytical skills
 - Superior strategic thinking and planning
 - Outstanding analytical abilities
 - Critical thinking and decision making
 - Demonstrated skills and capabilities in analytical and critical thinking, complex problem solving, and team leadership.
 - Creative thinking and ability to seek innovative solutions to complex technical/business problems
 - Sharp problem-solving skills
 - Ability to manage tight deadlines, organize, and prioritize work independently

- Flexibility
 - Flexibility in exploring a variety of business areas
 - Ability to deal with ambiguity

- Passion
 - Passion for industry
 - Passion for brands
 - Passion for solving problems
 - Passion for helping clients
 - Integrity