Get Involved!

**SAMPLE BEHAVIORS**

- Navigate change and be **open to learning** new technologies.
- Use technology to **improve efficiency** and productivity.
- Manipulate information, construct ideas, and use technology to **achieve strategic goals**.
- Identify **appropriate technology** for completing specific tasks.
- Utilize **Artificial Intelligence (AI) systems** in appropriate and ethical settings.
- Quickly adapt to **new or unfamiliar technologies**.
- Effectively communicate through **multiple digital platforms**.

**WHERE TO BUILD IT...**

- Personal learning
- Class projects
- LSU Continuing Education courses
- Student organization social media roles
- Informational interviews
- Professional internships
- Student employment
- Microcredentials

**WHAT IS DIGITAL LITERACY**: Understand how to utilize and leverage technology to solve problems efficiently and ethically.

**HOW TO TALK ABOUT IT**

**Resume Bullet Examples** | **Digital Literacy**

- Utilized Excel to analyze customer user data for local small businesses as part of Business class project.
- Earned multiple Microsoft Certifications through LinkedIn Learning platform.
- Trained new staff on point of sales operating system that restaurant uses to manage to go orders.
- Quickly adapted to new software tracking system implemented within the accounting department.
- Directed social media communication plan for 200-person student organization, responsible for advertising events and recruiting new members.
- Presented research paper on the ethical uses of ChatGPT and other AI tools by high school students in Louisiana.
- Managed the social media accounts for the Greater Baton Rouge Zoo.

**WHY EMPLOYERS CARE**

- Describe how you’ve gone about learning a new technical skill or digital tool quickly?
- What are your thoughts on the future of work and how technology will impact it?
- How can one effectively use Artificial Intelligence (AI) tools to make our individual jobs easier?
- Sometimes complex projects require additional expertise. Describe a situation when you had to request help or assistance with one of your projects or assignments.
- Can you tell me about a time when you used technology to improve a process or solve a problem?