



UCSD CAMPUS NOTICE
University of California, San Diego

OFFICE OF THE CHANCELLOR

March 8, 1993

KEY ADMINISTRATORS/KEY SUPPORT STAFF (021)
OFFICE MAIL DISTRIBUTION CONTACTS (027)

SUBJECT: Management Fellowship Program

The objective of the Management Fellowship Program is to provide participants with an opportunity to obtain the knowledge, experience, and management skills which will help them compete more effectively for higher level management positions. It is intended to further the career development of minorities and women in management, academic and high level staff positions by establishing mentor relationships and linkages with senior managers and administrators. This program is funded as part of the University of California's employee affirmative action program.

We are pleased to announce that UCSD has received funding for a management fellowship for the 1992-93 year. We expect that the fellowship may begin approximately April 15, 1993 and continue for a period of approximately nine months to one year. The fellowship program this year will be offered in the Business Affairs area under the direction of the Assistant Vice Chancellor -- Personnel.

Working closely with the Assistant Vice Chancellor -- Personnel, for whom the new Payroll Personnel System (PPS) is a major responsibility, and the Payroll Personnel Steering Committee (PPSSC), the Management Fellow will be responsible for developing and managing an overall strategy for the introduction and implementation of a major phase of the new PPS. This responsibility will entail identifying implementation issues as well as approaches and resources to address these; setting standards for documents to be produced on policy, procedures and training; and coordinating PPSSC tasks and priorities. Further, the fellow will be responsible for establishing effective communication channels and assisting in the design of training to achieve a campus-wide implementation of the PPS. Thus, knowledge of UCSD's multiple systems, communication and implementation tools, electronic networks, and skills in written communication and project development and management will be important. Full-time career staff employees at or above the Senior Analyst or equivalent level, and full-time career academic appointees who would like to move into administrative positions, are eligible for consideration as candidates for the Management Fellowship Program. The following criteria will be used in evaluating the applicants:

1. Demonstration that the applicant has independently pursued activities associated with professional development.

2. Applicant's educational background.
3. Applicant's past supervisory and management responsibilities.
4. Applicant's prior work experience, including knowledge and skills in related functional areas.
5. Applicant's current University position.
5. How the selection of the successful applicant will help further UCSD's affirmative action goals.

Anyone wishing to learn more about the fellowship may attend an orientation meeting on March 11 1993, at 11:00 a.m., in Gallery A at the Price Center. Those wishing to apply for the fellowship should submit an application to the campus Office of Staff Education and Development, 0922, by March 19, 1993. An application form is attached for your convenience. Any questions should be directed to Lana Brenes, Manager, campus Office of Staff Education and Development, x44890. The awarding of the fellowship to an individual neither explicitly nor implicitly commits the University to place the fellow in a higher level position. However, it is hoped that an applicant successfully completing this fellowship will be prepared more fully to achieve his/her career goals.

I encourage all interested staff to investigate this developmental opportunity.

Richard C. Atkinson
Chancellor

Attachment
RCA/QMWilson/lsp

**APPLICATION FOR MANAGEMENT FELLOWSHIP PROGRAM
INSTRUCTIONS**

Please read the Chancellor's NOTICE describing the program before completing the application. Upon completion, please send to the campus Office of Staff Education and Development, 0922, by March 19, 1993.

Applications received after this date will not be considered. If you have any questions, please call Lana Brenes, Manager, campus Office of Staff Education and Development.

Please do not allow your responses to be limited by the space allocated on this form. Attach additional sheets if necessary.

I. Name: _____ Date of Hire _____
 Present Job Title: _____
 Length of time in present job: _____
 Department: _____
 Supervisor's Name: _____

II. Please check all of the following that apply:

____ Female ____ Male
 ____ American Indian ____ Asian ____ Black
 ____ Caucasian ____ Hispanic

III. EMPLOYMENT HISTORY

- A. Describe briefly the major responsibilities of your current position. You also may wish to attach a copy of your current job description.
- B. Previous Related Experience - Describe briefly the responsibilities of your past positions with UCSD including department, dates of employment and title.

IV. EDUCATIONAL HISTORY

A. Institution Dates Course of Study Degree V. PROFESSIONAL DEVELOPMENT

- A. List any programs and workshops you have attended to enhance your professional development:
 - B. Describe the scope and level of your supervisory/management experience.
 - C. Describe your work experience (including voluntary) which you feel has prepared you to assume the responsibilities outlined in this year's fellowship.
 - D. What accomplishments do you feel you have achieved during your working career?
- VI. Please write a brief essay describing:
- A. Why you want to be a Management Fellow?
 - B. Why you think you should be selected?
 - C. Support your application for the fellowship by providing any other information you feel would be helpful to the person(s) making the selection.

VII. Supervisor's recommendation: Please request your supervisor to write a letter in support of your application. This letter should be sent directly to Lana Brenes, Manager, campus Staff Education and Development, 0922, by March 18, 1993.

In applying for this Management Fellowship, I understand that the University neither explicitly nor implicitly is committed to place me in a higher level position upon completion of the Management Fellowship Program.

_____ Signature Date