

Call for Applications: UC Davis Administrative Officers for the Future Program

Application Deadline Extended to September 22, 2017 (5:00 pm)

Applications are now being accepted for the 2017-18 *UC Davis Administrative Officers for the Future (AOFTF)* Program. AOFTF cultivates a diverse pool of highly talented and motivated staff interested in pursuing administrative officer positions (e.g., chief administrative officers, management services officers, department administrators, program managers). The program supports UC Davis' commitment to develop and retain a distinguished and diverse staff and is intended to increase participants' sense of community and commitment to UC Davis.

Highest priority will be given to employees from UC Davis and UC Davis Health who meet the following criteria:

- At least one year at UC Davis, past probation, career status
- Currently employed in a PSS Grade 2-8 position (e.g., Analyst 2 – Analyst 8)

Program Highlights

The program incorporates a variety of activities including assessments, classroom instruction, panel presentations, individual development planning, group projects and reflective writing. Based on a competency model developed specifically for chief administrative officers at UC Davis, the seven-month program is intended to prepare aspiring administrative officers to be competitive for future openings at UC Davis. Participants are expected to spend approximately one to two days per month in the classroom, 40 hours on a group project, and additional time on individual work. The program will begin in November 2017 and conclude in May 2018.

Six competencies have been identified as the main focus areas for the program:

- Building Strategic Relationships
- Communication
- Results Orientation
- Strategic Problem Analysis
- Talent Management
- Team Effectiveness

The supervisor's role in supporting an employee's participation in the UC Davis Administrative Officers for the Future program is crucial to the ultimate success of that employee's professional development experience.

Applications and Information

Up to thirty participants will be selected from across UC Davis and UC Davis Health. Further information and application materials can be found at: http://sdps.ucdavis.edu/dev_programs/aoftf.html

For more information, contact Kristin Davis, AOFTF program coordinator, at (530) 752-3700 or krwdavis@ucdavis.edu.