

Academic Affairs Leadership Academy for Functional Managers

LAFM'S Goals for its Participants

- Understand the **organizational relationships** between functional areas and your role as a support system for your business officer
- Test your **problem-solving** skills to evaluate, analyze, and recommend solutions for **cross-functional issues**
- Gain **perspective** on the nuances of business relationships with faculty, staff, and students
- Broaden your **leadership** tool belt to be an effective adviser to your business officer
- Strengthen your **communications skills** to improve the overall operations of your functional area and department

Participant Profile

All participants are expected to be the subject matter experts of their respective functional areas. An ideal candidate for the program is highly-motivated, a self-starter, invested in learning and professional development, committed to long-term employment at the University of California, and able to attend all workshops and complete additional work (i.e. case studies, Business Officer Handbook reading) outside of class.

The minimum requirements that an applicant must meet are the following:

- Currently appointed in a career position in a PSS grade of 5 or higher
- Currently a functional area manager, or aspiring to be
- Non-probationary as of first day of LAFM training
- Achieved a “met expectations”/”solid performance” or better on most recent performance appraisal
- Supervisor and Department Head approval
- Preferred: Supervisory Laboratory Training completed

Application Instructions

- Submit the Academic Affairs Leadership Academy for Functional Managers application available online at: <http://academicaffairs.ucsd.edu/Modules/StaffHr/LAFM>
- Submit current resume with your application (to be uploaded via the on-line application).
- Obtain the approval of your immediate supervisor for release time for the duration of the program. (Your application will be automatically routed to your supervisor for approval when you submit it on-line. Please allow your supervisor enough time to approve by the deadline.)
- Candidates may be invited to an interview before final selection.

Submit online application materials by Friday, August 16, 2013 at 4pm

PLEASE NOTE: Incomplete applications will not be accepted.

If you have questions about the Academic Affairs Leadership Academy for Functional Managers, email: lafm@ucsd.edu or call (858) 822-4174

Academic Affairs Leadership Academy for Functional Managers

Submit online application, current resume, and obtain supervisor's and department head's electronic approval by **Friday, August 16, 2013 at 4pm.**

Applicant's Name:

Email:

Department:

Extension:

Payroll Title:

Mail Code:

Working Title:

Yrs at UC/UCSD:

Length of service at your present job level:

Supervisor's Name:

Extension/Email:

Please tell us about yourself:

1. Write a statement explaining why you want to participate in this program? (Not to exceed 1500 characters/approximately 250 words)

2. In your opinion, what essential skills must a Functional Manager possess and why? (Not to exceed 1500 characters/approximately 250 words)

3. What qualities, characteristics and skills do you need to develop to serve effectively as a Functional Manager? (Not to exceed 1500 characters/approximately 250 words)

Help us understand your level of involvement in the following areas. Please check below if you have had sole responsibility, have assisted, have working knowledge, or have no familiarity in each of the following functional areas.

Human Resources Recruitment, Benefits, Payroll, Job Classification, Compensation, Employee/Labor Relations, Diversity, Training & Development, Staffing	<input type="checkbox"/> Sole Responsibility	<input type="checkbox"/> Assisted	<input type="checkbox"/> Working Knowledge	<input type="checkbox"/> No Familiarity
Describe:				
Financial State Fund Budgets & Budgeting, Equipment Management, Purchasing, Self-Supporting Activities, Recharge Operations, Pre/Post-Award Administration, Gifts	<input type="checkbox"/> Sole Responsibility	<input type="checkbox"/> Assisted	<input type="checkbox"/> Working Knowledge	<input type="checkbox"/> No Familiarity
Describe:				
Academic Personnel Recruitment, Appointments, Academic Reviews, Leaves, Employee / Labor Relations	<input type="checkbox"/> Sole Responsibility	<input type="checkbox"/> Assisted	<input type="checkbox"/> Working Knowledge	<input type="checkbox"/> No Familiarity
Describe:				
Students Affairs Graduate/Undergraduate Advising, Curriculum/Course Scheduling, Graduate Admissions, Graduate Student Support, Outreach, Summer Session	<input type="checkbox"/> Sole Responsibility	<input type="checkbox"/> Assisted	<input type="checkbox"/> Working Knowledge	<input type="checkbox"/> No Familiarity
Describe:				
Information Technology Computer Security, Database Management, Internet / Web Development, Campus Systems	<input type="checkbox"/> Sole Responsibility	<input type="checkbox"/> Assisted	<input type="checkbox"/> Working Knowledge	<input type="checkbox"/> No Familiarity
Describe:				
Management/Leadership Strategic Planning, Needs Assessment, Goal Setting, Business Processes, Internal controls, Risk Assessment, Performance Management, Dispute Resolution	<input type="checkbox"/> Sole Responsibility	<input type="checkbox"/> Assisted	<input type="checkbox"/> Working Knowledge	<input type="checkbox"/> No Familiarity
Describe:				