

ELIGIBILITY REQUIREMENTS

This program is open to staff working in Academic Affairs, Research Affairs and Student Affairs who meet the following criteria:

- Currently in a career position in one of the following titles:
 - _____ Assistant 1 / 2 / 3
 - Library Assistant 1 / 2 / 3 / 4
 - Program Representative 1
 - Assistant Student Affairs Officer
 - Computer Resource Specialist 1 / 2
 - Assistant Editor, Editor
 - Laboratory Assistant 1 / 2 / 3 / 4
 - Staff Research Associate 1
 - Writer
- Passed probationary period by October 9, 2014 (first day of UExplore program activities)
- Most recent performance evaluation has an overall rating of “solid”, “above expectations”, or “exceeds expectations”
- Receive supervisory consent for release time to attend and participate in all program activities

APPLICATION INSTRUCTIONS

Individuals must complete the online application, available on the UExplore website. The applicant’s supervisor must also approve participation and verify the applicant’s most recent performance appraisal rating. UExplore strongly recommends that applicants discuss their interest in this program with their supervisor prior to applying.

APPLICATION AND SELECTION PROCESS

UExplore will select up to 22 participants to maximize the effectiveness of the program exercises and to support a positive learning environment. Final consideration will be given to selecting a group that represents a diversity of staff from various position titles, breadth of experience and divisional areas.



Staff Enrichment Program for University Career Exploration

E-Mail: uexplore@ucsd.edu
<http://academicaffairs.ucsd.edu/staffhr/uexplore>



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roots here,
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Staff Enrichment Program for
University Career Exploration



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EXPLORE YOUR POSSIBILITIES

UExplore is a nine-month staff enrichment program designed for early-career and entry-level employees. This program is open to eligible staff in VCAA, VCR and VCSA.

The mission of UExplore is to assist participants in identifying realistic and appropriate professional development goals, providing them with the tools to make educated decisions regarding their careers.

UExplore hopes to accomplish this through a series of half-day seminars that feature:

- Myers-Briggs Type Indicator (MBTI) personality sorter assessments and reviews
- Overviews of various UC San Diego career fields
- Career panels spotlighting professional experts
- Career enrichment presentations focused on goal setting, skills assessment, listening and communication, and career planning
- Self-reflective activities and exercises to create a professional portfolio

Through these seminars, exercises and relationships, UExplore assists staff in reaching their highest potential as confident, competent and committed members of the UC San Diego community.

IS UEXPLORE FOR YOU?

A suitable candidate for UExplore is an employee who is still considering his/her career field specialization and UC San Diego career path. With curiosity, conversation and commitment, participants in UExplore will engage in activities to help them identify their best match for a long-lasting UC San Diego career.

A successful graduate of UExplore will:

- Be able to understand and assess personal interests and work values
- Be ready to evaluate and decide upon compatible career field options
- Feel confident to plan and take action to achieve those professional goals

CULTIVATE YOUR EXPERIENCE

UExplore's activities have been designed to help participants attain their UC San Diego professional goals by taking that crucial first step: identifying their best match for a compatible career path.

Communication and participation play a key role in promoting university career exploration. Ideal participants will be open-minded, active listeners, and contributors to group discussions and exercises. Participants are required to attend all UExplore presentations and career panels.

MYERS-BRIGGS TYPE INDICATOR

Participants will begin by taking an individualized personality type assessment, using the Myers-Briggs Type Indicator (MBTI) personality sorter tool.

An MBTI certified instructor, will analyze the results and provide an in-depth debriefing customized for UExplore participants. Together they will discuss how various personality types are drawn to, satisfied with, and excel at certain career fields and professions.

Participants will learn how to use their individual MBTI results as a tool for comparing their personal interests and values to the information and knowledge shared during the career enrichment exploration and career panel presentations that follow.

In the final seminar, participants will revisit MBTI principles, evaluating their personal exploration of UC San Diego careers and identifying potential career paths to pursue.

CAREER ENRICHMENT EXPLORATIONS

UExplore continues with customized presentations from UC San Diego Career Connection and Staff Education and Development. These presentations will provide tools and concepts to foster an enriching career exploration process.

CAREER PANELS

Career panels spotlighting the breadth of professions at UC San Diego are also a part of the sessions. Career panelists will share their career path stories, describe the nature and variety of their work, and pass on tips and advice for those considering a career in these areas:

- Academic Personnel
- Administrative Support
- Communications and External Relations
- Facilities Administration
- Financial Administration
- Human Resources
- Information Technology
- Laboratory Research
- Program Administration
- Student Affairs

PROFESSIONAL PORTFOLIO

Participants will receive guidance on how to assemble a professional portfolio, which includes the resume and samples of work. A well-designed portfolio will reflect interests, values, talent, experience and skills, and can be customized to particular career fields of interest. The portfolio is a next step one can take to cultivate and grow a UC San Diego career.

Please note: The mission of UExplore is to assist participants in identifying realistic and appropriate career and professional development goals. UExplore is not a training program and is not intended to be a guarantee towards a future promotion or interview for a future position.

