

Staff Assembly Committee on Committee
Call for Ambassadors for
Human Resources New Employee Orientation: Build Your Network (BYN) Program

- Committee:** Build Your Network Program
Committee Chairs: Yazi Navarro and Rachael Martin (Human Resources); De Acker (Office of Campus Climate); and Pam Taylor (Staff Assembly)
Appointment start Date: April 01
Appointment End Date: March 30
Application Process and Deadline: Call for applications will commence February 13 – 28, 2017
Email application to staffassembly@ucmerced.edu by March 01, 2017 by 5pm
- Term Date:** The appointment date is one academic year from April 1 – March 30. The call and selection for Ambassadors will commence in March, with training and the appointment beginning in April.
- Time commitment:** (1) one full academic year from April 1 – March 30; (2) one four-hour facilitation training on April 4, 2017; and (3) the third Friday each month for two hours

Charge

Human Resources, the Office of Campus Climate and Staff Assembly seek experienced staff to serve as Ambassadors for the New Employee Orientation: Build Your Network program (BYN). New Employee Orientation (NEO) is being redesigned to promote a culture of inquiry, discovery and learning and to engage and retain exceptional employees. The Build Your Network (BYN) program extends NEO in which experienced staff (or Ambassadors) will offer social, cultural and professional guidance and feedback for newcomers.

The BYN program meets once-a-month with Ambassadors facilitating discussions focused on specific topics related to new employee acclimation to UC Merced. Focal points will be learning about organizational socialization information, individual wellness, networking and professional development opportunities. The BYN program will begin at New Employee Orientation with an interactive discussion and continue in a monthly World Café, small group format. New employees will continue to be invited to monthly sessions for six months.

Timeframe

The BYN program follows the in-person orientation schedule, with the in-person orientation scheduled for the first Friday of each month and the BYN program scheduled for the third Friday of each month from 9-11am. Ambassadors will be expected to participate on the third Friday of each month for the two-hour time frame. The first BYN program is scheduled for Friday, May 19 from 9-11am, location TBD.

Selection criteria

Please review and submit answers to the below questions no later than March 1, 2017.

Twelve selected ambassadors will have received at least a “meets expectations” rating on their most recent performance evaluation and will have a minimum of one year of service at UC Merced. Please secure supervisor permission for release time before submitting your application.

Name:

Unit:

Years of Service:

Questions: Please provide specific, detailed and well thought-out answers that demonstrate how your experience will support New Employee Orientation’s mission of promoting a culture of inquiry, discovery and learning and engaging and retaining exceptional employees.

1. Why do you want to be an Ambassador?
2. List your current or recent volunteer and/or committee service.
3. List your UC Merced, UC wide or higher educational mentoring or leadership experience.
4. Attach your current resume or CV.

Please submit the above items to the [Staff Assembly email address](#) by 5 p.m. March 1.