

## UCOP Update for Week of May 18

- **The Job Application Process: Managing Emotions and Stress**
- **Job Postings**
- **Job Announcements**
- **Upcoming Events**

Managing emotions and stress associated with the job application process is the focus of this week's message. It also includes information on job postings, job announcements and upcoming events.

### **The Job Application Process: Managing Emotions and Stress**

I know that the process of applying, or reapplying, for a job can be stressful, and I am aware that many of you, especially those in Academic Affairs, may be feeling particularly stressed and even resentful about applying for positions that appear to be very similar to the job you now hold. I am sympathetic to what you are experiencing—I know that many of your colleagues on the Business Operations side had similar feelings last fall, and you may want to talk with them about their experience. Please know that the process is aimed at ensuring fairness and consistency. During such times it is important to feel that you still have some control over your career and to focus on those things you can influence, such as applying for positions that interest you, preparing for the interviews, and actively seeking ways to manage your stress and emotions. As a reminder, there are many services available through the UCOP HR office, such as the Employee Assistance Program (EAP), and you are encouraged to use them.

### **Job Postings**

A great many new positions in Academic Affairs have been posted, including:

#### In Education Partnerships:

- Coordinator—P-20 Initiatives
- Program Analyst
- C&G Analyst
- Program Specialist

#### In Student Affairs:

- Associate Director, Undergraduate Admissions, Transfer Admissions Policy

#### In Office of Research and Graduate Studies (ORGS):

- Financial Manager
- Senior Budget Analyst
- Administrative Specialist
- Grants Analyst
- Grants Assistant
- Database Programmer
- Program Assistant III
- Contracts and Grants Analyst
- Project Manager-Research Accountability and Coordination
- Director - Intellectual Property Management and Industry-University Partnership Initiatives
- Analyst - Industry-University Partnership Initiatives

- Manager - Industry-University Partnership Initiatives
- Research Policy Analyst

Many other jobs have also been posted, including positions in Human Resources, Office of General Counsel, and IR&C. Employees interested in these opportunities are strongly encouraged to check the [UCOP Jobs website](#) regularly for new job postings and application deadlines

### **Job Announcements**

In Communications, **Nick Strayer** has accepted the position Multimedia Project Assistant. Most recently he served as a video production manager and editor for [www.carbonated.tv](#) and Transvideo Studios in Mountain View.

### **Upcoming Events**

#### **Brown Bag Series**

Diversity: At a brown bag presentation several weeks ago, there were questions about the impact of the restructuring at the Office of the President on our commitment as a University to the diversity of our faculty, students and staff. The Office of the President is different from campuses in fundamental ways – no students, no dorms, etc. But like the campuses, we must pay attention to the climate of our workplace and foster the diversity of our staff. **Jan Corlett's** brown bag presentation on diversity has two parts – a description of a new initiative for staff diversity at the Office of the President, and an update on the coordination of diversity efforts across the system.

Wednesday, May 20, noon to 1 p.m., Franklin 10325

Thursday, May 21, noon to 1 p.m., Kaiser 1217

Call-in information: 1-866-740-1260; access code: 2873343

Enjoy your Memorial Day holiday!

Katie

Katherine N. Lapp  
Executive Vice President, Business Operations