GBAS Mentoring Program

Professional Growth and Career Opportunities

Join your peers and participate in the new GBAS Mentoring Cohort for 2016. The GBAS Mentoring program is an opportunity to be paired with an experienced administrator on campus to enhance your professional growth. The new cohort will work together for a year, starting in January 2016.

Benefits

Build a partnership with an experienced administrator on campus

Develop global and in-depth knowledge about the financial, human resources and administrative operations at UF

Access resources tailored to the specific challenges in your work environment

Design a project specifically for your department to improve the effectiveness and/or efficiency of business management practices

Network and attend events with a cohort of peers

Meet experts across campus with job shadowing opportunities

Begin the credentialing process using your project as a starting point

Application Deadline

Last day to submit is December 1, 2015

All applications and corresponding documentation will be submitted through the on-line process.

Questions? Email the GBAS Training Manager, Gwynn Cadwallader, gcadwallader@ufl.edu for more information

Commitment

Time: The time commitment varies based on the mentee’s goals. Normally the program includes bi-monthly meetings with your mentor, GBAS events, peer networking, reading and developing a project specific to your work situation.

Schedule: The scheduling is set at the discretion of each mentoring pair, typically mentors and their mentees meet for an hour twice a month.

Events: Mentees are expected to attend the three Mentoring Cohort events, and may attend any applicable GBAS Workshops and Institutes. Mentees are also encouraged to attend peer networking lunch-and-learn events.

Project: Design a project to meet the specific needs of your department or unit. This is an opportunity to tackle a challenging business situation with the support of your supervisor, mentor and the GBAS community.

Poster Session: This is an opportunity to discuss your project with your peers at the Fall Institute. While a presentation is not required, you may choose to share your ideas with colleagues and connect with others interested in the same work.

Execution within your unit: At the end of the mentoring year, mentees are encouraged to present their final project to their department or unit for implementation.
Expand your knowledge base in financial, human resources and administrative operations at UF

Your mentoring experience will be tailored to the specific challenges in your work environment and will include a project for your unit.

Requirements

The mentoring program is a competitive application process. In order to take full advantage of the GBAS mentoring program, it is recommended that applicants meet the following criteria:

- Have worked for a **minimum of one year** in the role of business administrator at UF
- **Hold a position** that supervises, analyzes, and/or makes decisions regarding topics such as budgeting, forecasting, reconciliation, grants, and HR/hiring
- Have completed either the **Fiscal or HR/Payroll PRO3 Certificate**
- **Have attended** 2 GBAS Workshops and/or Institutes
- Have obtained the support of your supervisor

Application Process

Essential for all candidates is enthusiasm for the work and the willingness to go “above and beyond” his or her job duties. To complete the application process, please:

- Complete the application
- Attach your resume or outline of employment history, including key highlights
- Submit a letter of support from your immediate supervisor
- Submit a letter of support from your director, dean or department head (if different from your supervisor)
- Write & submit a one-page letter in which you:
  - Describe what makes you a good candidate for the program and how the mentoring program will help you achieve your work goals and benefit the mission of UF
  - Describe the outcome you are looking for as a result of working with a mentor
  - Include any pertinent information about the requirements that may be relevant to your success as a mentee

Application deadline is December 1, 2015

GBAS Website  http://cfo.ufl.edu/administrative-units/gbas/