

GBAS Mentoring *Application to Participate*



**Applications are being accepted now
through September 30, 2014**

Thank you for your interest in the mentoring opportunity offered through the GBAS professional development program. GBAS is sponsored by UF Finance and Accounting and UF Training and Organizational Development.

GBAS Professional Development Program

Designed for staff who provide fiscal, HR and other administrative services and solutions on campus (business administrators), the GBAS professional development program is designed to improve the consistency of business management practices and stewardship of UF funds by cultivating increased knowledge and application of recommended business practices as well as in-depth knowledge of fiscal, HR, and other administrative policies to support the institution.

The goal of the GBAS program is to support the professional development of newly hired business administrators at the university and provide ongoing professional development for existing business administrators. This includes defining institutional expectations associated with the role of the business administrator clearly from the beginning of the person's time in the role.

The program has a multi-part structure: Orientation, Mentoring, Foundation, GBAS Institutes, and Ongoing Professional Development. Please see the bottom of page 2 of this application for details.

Mentoring Opportunity

This application is for GBAS Mentoring. The mentoring opportunity is available via a competitive application process. Selected participants will be paired with an experienced administrator on campus to start working together in December 2014, running through December 2015.

A successful mentee – or protégé – will be in a position that supervises, analyzes, and/or makes decisions regarding topics such as budgeting, forecasting, reconciliation, grants, and HR/hiring. A demonstrated willingness to go “above and beyond” his or her job duties is essential – as is enthusiasm for the job. Supervisory support is required. It is recommended that applicants have at least one year in a business administrator role to take full advantage of the GBAS mentoring program.

Commitment

A key component of the mentoring program is the commitment to self-development through the engagement in a series of activities that will benefit the mentoring relationship. Mentees are responsible for attending a kick-off meeting held in December 2014, and 3 additional group meetings scheduled throughout the year.

At the end of the mentoring year, mentees will present a goal or end project that was accomplished for the benefit of the mentee's unit. This goal or project can also serve to support a mentee's GBAS credential application.

Time

Scheduling is at the discretion of each mentor. Most typically, mentors and their mentees will meet for an hour every other week – up to a maximum of 8 hours in a month.

To apply to be paired with a mentor, please complete page 2 of this application and include:

- A brief letter of interest (typically one page), in which you explain why you are interested in participating in this program and why you believe you would be a good candidate for the GBAS professional development program's mentoring opportunity.
 - In this letter of interest, please specify outcomes that you would like to achieve as a result of working with a mentor.
- A letter of support from your immediate supervisor as well as a letter of support from your dean, director, or department chair, if different.
- Your resumé or an outline of your employment history, including key highlights.

Candidate's Name (Please print or type):

UFID:

Title:

UF Department or Division:

Please check one:

Supervisory Position

Non-Supervisory Position

Date of Hire at UF:

Signature:

Date:

Upon completion, please forward this application to UF Training and Organizational Development, PO Box 115006, Gainesville, FL 32611, FAX 392-1055. Remember to attach:

- Your letter of interest, including outcomes that you would like to achieve as a result of working with a mentor.
- A letter of support from your immediate supervisor as well as a letter of support from your dean, director, or department chair, if different.
- Your resumé or an outline of your employment history, including key highlights.

Details about the GBAS Professional Development Program

- 1) Orientation--Online training is now available to bring newly hired business administrators up to speed more quickly. It is available to anyone who is interested. To register, visit my.ufl.edu, Main Menu, My Self Service, Request Training Enrollment. Search for Course Code: GBS100.
- 2) Mentoring – An employee can be substantially and positively impacted by having access to a mentor – a more experienced, knowledgeable employee who can help facilitate and guide his or her development in the business administrator role.
- 3) Foundation – Designed to cultivate competencies necessary to administrative professionals at UF, the university's Pro3 curriculum, which includes myUFL systems training, remains a critical part of available professional development.
- 4) GBAS Institutes – Typically held twice a year, the institutes will provide participants with opportunities to review key concepts and apply what they learned in Orientation and Foundation. Includes campus-leader presentations and also integrates case study discussions to enable problem solving, to create big picture awareness of how the financial system works from "start to finish," and to prompt discussions about complex (though common) problems and ethical dilemmas.

- 5) Ongoing Professional Development – Guest speakers and other ongoing professional development opportunities round out the GBAS professional development experience – along with GBAS credentialing beginning in 2012.

Questions? Please contact Cynthia Mendoza, UF Training and Organizational Development, at 392-4626 or send e-mail to training@ufl.edu.