The event will start momentarily...

UC Davis

- UC Davis and UC Davis Health are unlike any other institution. The academic campus is uniquely located in Northern California in the city of Davis, and UC Davis Health is headquartered in Sacramento, along with the state capital. Together, they make up the largest campus within the University of California system.

- At UC Davis, we work hard to build a community of changemakers and problem solvers. We are committed to creating a place where people from all walks of life can learn, grow and discover together. Our community of faculty and staff are dispersed throughout the state, nation and world with a mission to advance the human condition through improving the quality of life for all.

UC Davis Health

- Located in Sacramento, UC Davis Health is a major driver of economic prosperity in the region and Northern California, generating more than $3.4 billion in annual economic output and more than 20,000 jobs. The academic health system includes one of the country’s best medical schools, a nationally ranked 627-bed acute-care teaching hospital, and a 1,000-member physicians’ practice group. UC Davis Health is a hub of innovation that encompasses the UC Davis Medical Center, UC Davis School of Medicine, The Betty Irene Moore School of Nursing and UC Davis Medical Group.
Virtual Job Talk
Starting your Career at UC Davis/ UC Davis Health

May 28, 2020
Introduction

Ellen Jordan
Sr. Talent Acquisition Partner,
Leadership Recruitment &
Diversity Services
Introduction

Mario Eguizabal, PHR
Sr. Talent Acquisition Partner,
Leadership Recruitment
& Diversity Services
Introduction

Lyndon Huling, Ed.D
Manager, Leadership Recruitment & Diversity Services
Introduction

JoAnna Van Brocklin
Training Analyst, Training & Development
POLLING QUESTION:

What types of positions are you interested in at UC Davis/UC Davis Health?
Why UC Davis?
Why UC Davis Health?
Types of Career Positions at UC Davis

- Analyst
- Animal Care
- Clerical/Administrative
- Delivery Services
- Development/Fundraising
- Environmental Health & Safety
- Finance
- Food Services
- Human Resources
- Information Technology
- Maintenance and Operations
- Marketing & Communication
- Medical Assistants
- Nurses
- Research
- Skilled Crafts and Trades
- Student Services
- And much more!
Entry-level Career Positions at UC Davis

- Medical Office Service Coordinators
- Administrative Assistants
- Custodial positions
- Food Service positions
- Hospital Assistant Positions (burn technicians, lift team member, stocker, etc.)
- Labor positions
Temporary Employment Services (TES)

Why TES?
- Competitive salaries
- On the job skill enhancement
- University benefits, including health insurance
- Exposure to career opportunities within UC Davis and UC Davis Health
- Networking opportunities

Opportunities:
- Clerical and Administrative Positions
- Analyst Positions
- Technical Positions (lab helpers, animal techs)
- Computer and Programmer Positions

Temporary Employment at UC Davis
Whether you’re looking for your first job out of school, or exploring a change in professions, we place individuals in departments across UC Davis that need temporary staff support. Many TES employees move into career roles at UC Davis.

Use the keywords “temporary employment” when searching UC Davis positions or call Temporary Employment Services at 530-754-3000
The Candidate Gateway

https://hr.ucdavis.edu/careers

UC Davis

UC Davis and UC Davis Health are unlike any other institution. The academic campus is uniquely located in Northern California in the city of Davis, and UC Davis Health is headquartered in Sacramento, along with the state capital. Together, they make up the largest campus within the University of California system.

At UC Davis, we work hard to build a community of changemakers and problem solvers. We are committed to creating a place where people from all walks of life can learn, grow and discover together. Our community of faculty and staff are dispersed throughout the state, nation and world with a mission to advance the human condition through improving the quality of life for all.

Additional Career Resources:
- Agriculture and Natural Resources
- Academic Employment
- Student Employment
- At UC Jobs

UC Davis Health

Located in Sacramento, UC Davis Health is a major driver of economic prosperity in the region and Northern California, generating more than $3.4 billion in annual economic output and more than 20,000 jobs. The academic health system includes one of the country’s best medical schools, a nationally ranked 627-bed
Browse Jobs
https://hr.ucdavis.edu/careers

Clinical Research Coordinator: SOM, Department of Pediatrics, Sacramento Campus

Duties
- Full Time
- $26.55 - $32.69
- Category: Research and Laboratory
- Recruitment: 14660
- Posting Date: 11/10/2020
- Senior Clinical Research Coordinator: SOM, Cancer Center Department - Sacramento Campus

Duties
- Full Time
- $23.08 - $35.37
- Category: Research and Laboratory
- Recruitment: 34770
- Posting Date: 11/12/2020

Our approach to cancer care starts with teams of doctors who work together to develop the most effective treatment or combination of treatments for each patient. Your health care team also includes highly trained nurses, pharmacists, radiation therapists, clinical research coordinators and many other healthcare...
Apply for a Job

Job Description

Previous Job Next Job

Job Title: Associate Director of Admissions, MSBA  
Location: Davis

Job ID: 1853

Job Summary

DEPARTMENT DESCRIPTION

The UC Davis Graduate School of Management offers programs at four prime locations across Northern California as well as online. Our graduate business programs are consistently ranked among the best in the United States and internationally. For 24 consecutive years, U.S. News & World Report has ranked UC Davis among the top 50 full-time MBA programs—top 10% in the U.S. The School is distinguished by globally visible research faculty, entrepreneurial students and innovative experience that integrate teamwork, collaborative leadership and corporate engagement. We offer Full-Time MBA and Master of Professional Accountancy programs at the UC Davis campus, and Part-Time MBA programs in Sacramento and the San Francisco Bay Area, and a Master of Science in Business Analytics program in downtown San Francisco. We recently launched the first online MBA program in the University of California system and the first online degree at UC Davis. We also teach undergraduate minors in Accounting and Technology Management, and custom and open enrollment executive education programs both online and in-person.

JOB SUMMARY

THIS POSITION IS BASED IN SAN FRANCISCO.

Reporting to the MSBA Executive Director, and working with the MSBA Academic Director, and collaborating with the Graduate School of Management admissions team, responsible for outreach, recruiting and admissions for graduate students in the UC Davis Master of Science in Business Analytics. This high-prestige analytics program is based in San Francisco and draws high-caliber candidates around the world. Responsibilities include driving strategy development and implementation, scaling resources across the campus to draw in high-caliber cohorts of students. Responsible for admissions activities and special events. Act as the core program liaison with Marketing and Communications to generate compelling messages and influence strategy and tactics. In addition, provide comprehensive, in-depth MSBA program information throughout individual counseling meetings, group information sessions, admissions workshops, webinars and panel discussions to a diverse population of potential students. Support applicant processing and review, including interviewing candidates. Convert MSBA prospects into applicants and admits into enrollees. Provide high-level administrative support for admissions events, activities and programs.

POSITION INFORMATION

Salary Range: $4,116.87 - $5,295.67/MO

No. of Positions: 1

Appointment Type: Career

Percentage of Time: Full time 100%

Shift Hours: M-F, 8am-5pm
Applying for Jobs

https://hr.ucdavis.edu/jobtalk

- Searching for Job
- How to Apply
Status of the Job

When you log into TAM, you will be able to see your status as an applicant. Typically your status will not be updated until after the closing date.
Your online application (separate from resume) should contain all your experience that aligns with the minimum & preferred qualifications.
Cover Letters

- Highlight your interest in the department
  - Why you?
  - Why them?
  - Why this position?

- Providing Context
  - Gaps in employment
  - Relevant / Equivalent Experience
  - Accomplishments & achievements
Resume: What do UC Davis recruiters look for?

- Your resume is the most important tool you have to market yourself!
  - Needs to be up to date
  - How you meet or exceed the required (minimum) and/or preferred qualifications
    - Years of experience
    - Skills and accomplishments
    - Degrees, certifications, licenses, etc.

**Don’t assume that we know**
Resume Writing

First Last Name
123 School Drive, Davis, CA 95616
Cell Phone: (123) 456-7890 Email: f.lastname@ucdavis.edu

EDUCATION:
University of California, Davis
Sept 2019 - Anticipated June 2021
- Master of Science in Computer Science, Computational Biology emphasis
- POGIL Fellowship Member, 2019, NSF Historically Underrepresented Groups
Johns Hopkins University, Baltimore, MD
May 2015
- Bachelor of Science in Computer Science, Minor in Entrepreneurship and Management, GPA 3.52
- Hudson Trust Scholarship Recipient: Awarded to students of academic and extracurricular excellence

RELEVANT EMPLOYMENT EXPERIENCE:
Joint Genome Institute, Lawrence Berkeley National Lab
Software Engineer
April 2018 - May 2019
- Analysed Oxford Nanopore sequencing pipeline at JGI and achieved better read analysis performance by applying chromic read merging technique
- Participated in paper of MetaBAT 2, a metagenomic binning software (see Publications)
- Worked on MetaBAT 2 contributing to pre-processing, processing, and cleaning datasets, and using machine learning to improve metagenomics binning in order to determine what contigs are from the same genome
- Participated in Nvidia GPU Hackathon working on speeding up MetaBAT 2
- Presented at BioIT World Conference 2019 on JGI’s hacking results on implementing flexible, accessible, interoperable, and reusable data

Visual Supply Company
Software Engineer
May 2017 - March 2018
- React, JavaScript, Node development at a social photography technology company for creative photographers
- Responsible for maintaining and creating VSCo company website including core features of community photography sharing such as profile, feed, discovery, search, and purchasing products

Intel
Software Development Engineer
June 2015 - May 2017
- C++, .NET, WPF developer for server component of vital internal tools in groups in an Agile environment supporting 100+ and 4,000+ internal engineering customers involved in the process of ship manufacturing from silicon to finished product
- Experience in designing and implementing RESTful web services, continuous integration, version management, applications and user interface levels of CI/CD programs, developing native Windows applications and data layering systems together, creating lightweight prototypes for new usage models in a test-driven environment, and implementing workflow automation to reduce development time by average of three hours per release cycle using Test Template Transformation Toolkit

Johns Hopkins University Applied Physics Lab
Software Engineer Intern
June - August 2014
- Created a well-organized, intuitive, efficient, and reusable Java API that is capable of performing the common tasks of modeling and simulation for visualization of scenarios utilizing Client Oriented Software Engineering principles, Java, Java Swing, and parallel programming for an environment similar to Google Earth
- Cut down on start-up costs of developing a NASA World Wind applications by fifteen percent

Adtech Systems LLC
Software Development Intern
July - August 2013
- Created a user interface to help optimize process of adding emergency events to existing ones in system using WPF, C#, and .NET in software that aids first responders

RELATED PROJECTS:
- Created a compressed suffix array representation and database to reduce the memory size that a genome representation takes up, and applied exact and approximate matching to identify sources of data in metagenomics in C++

TECHNICAL SKILLS & LANGUAGES:
- Eclipse, Visual Studio, Windows 7/8, Mac OS X, Linux, .NET, WPF, Wimvorm, Git, TeamCity, TortoiseSVN, Jcoda, Vangard, Cocoa Touch, IOS, SSW,脐lent, pclint, pandex, machine learning, Java, SQL, Durm
- Languages: Java, C++, Python, NASA World Wind, Objective C, C, C++

RELATED COURSEWORK:
- Deep Learning/Parallel Programming: Hadopy, MPI, OpenMP, Java Threads; Computational Genomics: implementing large scale data processing in Python

PUBLICATIONS:
Resume Writing

First Last Name
F.lastname@ucdavis.edu | 530-335-959 | 122 School Drive, Davis, CA 95616

SUMMARY
A dedicated, self-motivated individual with 4+ years of interdisciplinary research experience with a strong background in chemical engineering particularly - interfacial science, biomaterials, polymers science, and nanotechnology. A quick learner with experience working on both collaborative and independent research projects, strong communication skills, and an eagerness to explore new research areas and develop new skills. Looking for an internship in the Biotechnology industry in research areas like formulations development, drug delivery, assay development or medical device development.

EDUCATION
University of California – Davis
Ph.D. in Chemical Engineering (Biophysics) & with Designation Emphasis in Biotechnology (BIEB) | June 2020
• Dissertations Advisor: Dr. Tony Kuhn
• Biophysical Scholar, Leaders for the Future Program Fellow

Birla Institute of Technology and Science (BITS), Pilani
B.E. (Hons) in Chemical Engineering | June 2018

RESEARCH/WORK EXPERIENCE
UC Davis, Department of Chemical Engineering
Graduate Researcher | Sep 2018 – present
• Developing a robust polymer-based microlaminated platform chip for efficient delivery of 2D/3D protein micro or nanocrystals for protein microcrystal structure studies using X-ray Free Electron Laser (FEL)
• Evaluate different polymer materials for X-ray compatibility, water barrier properties and rapid prototyping.
• Fabricated graphene and polymer thin films and substrates to maintain protein crystal hydration in vacuum.
• Functionalized (surface chemistry) and patterned polymer surfaces using photolithography for protein binding and anti-body protein crystallization.
• Published papers in peer-reviewed journal papers and presented research at international conferences.

Hindustan Unilever Limited, Detergents Research Department
Bangalore, India
Research Intern | Jan 2016 – June 2016
• Designed and performed linear sweep voltammetry experiments to identify the effects of different physicochemical parameters on the electrochemical scan of potassium iodide (KI) addition to liquid detergent formulations.
• Presented research to a broad audience of Unilever managers and researchers across different teams, and student interns.

BITS Pilani, Department of Chemical Engineering
Hyderabad, India
Undergraduate Researcher | Aug 2015 – Dec 2015
• Performed bioanalytical assays to monitor and compare the degradation of lignocellulosic biomass between two different fungal strains.
• Extracted organic solvents for extraction of ethanol from fermentation broth using Gas Chromatography.

Indian Institute of Science (IISc), Department of Chemical Engineering
Bangalore, India
• Studied DNA origami, Fluorescence resonance energy transfer (FRET) and SEDEX. Reviewed literature to select appropriate EMA systems to bind proteins - Thrombin, Lysozyme, and Adenosine.
• Conducted gel electrophoresis experiments to evaluate binding between DNA origami-based constructs and target protein molecules for biosensor applications. Optimized gel run conditions for each molecule.

LEADERSHIP/TEAMWORK EXPERIENCE
ESTEME, Graduate Student Organization @ UC Davis | Davis, CA
July 2016 – present
• Leading interdisciplinary team of 10+ graduate students to facilitate outreach programs and "STEM Speed” middle-school afterschool program, Undergraduate Mentorship program and more that promote diversity and equity in STEM fields.

Graduate School of Management, UC Davis
Biotech Industry Immersion Course | Jan 2019 – March 2019
• Worked together in small teams comprised of STEM PhD students and MBA students to develop and present innovative solutions to business development case studies created by Biotech industry professionals.

Kuhl Lab, UC Davis
Research Mentor | July 2018 – present
• Mentoring 3 Chemical Engineering undergraduate students in the Kuhl lab by providing laboratory/equipment training, experimental protocols and oversight on their individual research projects.

Department of Chemical Engineering, UC Davis
Graduate Teaching Assistant | Jan 2018 – Nov 2018
• Instructed a class of 16 upper-division undergraduate students in laboratory safety practices and facilitated experiments for course ECH 155 Chemical Engineering Kinetics and Reactor Design Laboratory.

RELEVANT SKILLS
Technical Skills: Fluorescence microscopy, Liposome synthesis, polymer thin films and microfaturation, Surface Force Apparatus (Interfacial characterization), Protein Crystallography, Dynamic Light Scattering (DLS), Zeta Potential, Gel Electrophoresis, UV-Vis Spectroscopy, Electron Microscopy (STEM, SEM)

Research Skills: Design of experiments, Data Analysis, Teamwork, Scientific writing, Oral presentation, Record-keeping, Problem solving, Troubleshooting

Software skills: MATLAB, AutoCAD, Microsoft Office, ImageJ, Igor, C++, Vensim, Adobe Illustrator

SCIENTIFIC COMMUNICATION
Journal publications:

Oral Presentations:
Ghilke, D., Durto, D. G., King, D., Karnawal, I., Mohanan, D., Yang, A., & Kuhl, T. L. How well can you tailor the charge of lipid vesicles? 97th ACS Cardiovascular & Surface Science Symposium, Atlanta, Georgia (June 2019)

Poster Presentations:

OTHER INTERESTS
Photography, Ceramics, Playing Guitar, Reading, Cooking
Resume Writing

- First Name and Last Name
  Home Address
  Contact Information (cell number and e-mail)

- Professional Summary

- Skills

- Licenses/Certifications (if required by the job)

- Work History (add dates)

- Volunteer Work (if any)

- Publications (if any)
Job Descriptions and Screening

- Screening is based on the job description
  - Screening grid used by recruiters
  - Only send those that meet or exceed required qualifications to hiring manager

- High number of applicants → make yourself stand out!
  - Preferred qualifications
LinkedIn Tips & Tools as a Candidate

- **Profile photo**
  - Professional, approachable, happy but not fake

- **Headline**
  - Needs to be searchable!
  - Think about your brand

- **Open to new opportunities?**
  - Let recruiters know!

- **About**
  - Add “Specialties” to insert keywords

- **Keywords**

- **Experience**
  - LinkedIn v. Resume

- **Skills & Endorsements and Recommendations**
  - Get endorsed; ask & return favor
Friendly face & keywords/branding regarding my experience, NOT my job title and employer

- Quick snapshot of experience
- Using “Specialties” to insert keywords associated with you/the job you’re looking for

About

18+ years of experience in the development and delivery of HR, employment, recruiting, job search, and career development tools and resources. Delivered 200+ presentations to 10,000+ professionals on a wide variety of career topics. Managed teams of 50+ with budgets of $35M+.

Specialties:
- Career Advice & Job Search Strategy
- Career Assessment & Planning
- Career Decoder
- Interview Preparation
- Salary Negotiation
- Career Coaching
- Personal Branding
- Resume Development
- LinkedIn Usage
- Employment Branding
- Team Training & Corporate Development
- Executive Leadership Coaching
- Social Media in the Workplace
- Recruiting
- Candidate Experience
- Talent Acquisition & Retention Strategies

Skills & Endorsements

- Healthcare: 54
  - Endorsed by Leah Mejia and 3 others who are highly skilled at this
  - Endorsed by Lynden Huling, Ed.D and 3 other mutual connections

- Recruiting: 38
  - Endorsed by Jennifer Rangel-Ures, RACR, CTRM and 1 other who is highly skilled at this
  - Endorsed by Stacie Kennedy and 4 other mutual connections

- Human Resources: 32
  - Endorsed by Stacie Kennedy and 2 others who are highly skilled at this
  - Endorsed by Jennifer Rangel-Ures, RACR, CTRM and 3 other mutual connections

Demonstrates that others endorse you for the skills you say you have
Diversity, Equity and Inclusion

Forbes 2019
THE BEST EMPLOYERS for DIVERSITY
POWERED BY STATISTA

Forbes 2020
THE BEST EMPLOYERS for DIVERSITY
POWERED BY STATISTA
Diversity, Equity and Inclusion

- Office of Diversity, Equity and Inclusion | Education
  - Diversity Courses
  - Unit & Department Trainings
  - Diversity Awareness Workshop
  - Diversity Trainers Institute
  - Anti-Bullying Training
  - More Trainings
Diversity, Equity and Inclusion
Support for Your Personal & Professional Growth

DEVELOPMENT PROGRAMS
Includes UC Davis and UC systemwide career development programs.

TUITION ASSISTANCE
Fee assistance options for employees interested in continuing education and development.

CAREER MANAGEMENT
Opportunities to enroll in career counseling, training, and in-person courses.

https://hr.ucdavis.edu/departments/learning-dev
Additional Resources

Employee Resource Groups

- PRIDE – LGBTQ+ Employee Resource Group
- Chancellor's Committee on Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual Issues

WorkLife

- Latinx Staff & Faculty Association (LSFA)

 Discounts

- Status of Women at Davis Administrative Advisory Committee (SWADAAC)
- Staff Assembly
- Administrative Management Group (ADMAN)

- Veteran Employee Association
- Veteran Constituency Group
- Disabilities Issues Administrative Advisory Committee (DIACC)
- DiversABILITIES
- Native American Faculty and Staff Association (NAPSA)
- African American Faculty & Staff Association (AAFSA)
- Asian Pacific American Systemwide Alliance (APASA)
Thank You...

Questions?!
Contact Info:

Ellen Jordan – ekjordan@ucdavis.edu
Mario Eguizabal – meeguizabal@ucdavis.edu
Lyndon Huling – lahuling@ucdavis.edu
JoAnna Van Brocklin – jvanbrocklin@ucdavis.edu