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 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.

1st in campus sustainability

1st in veterinary medicine

UC Davis Health — Sacramento, California
Tahoe Environmental Research Center — Incline Village, Nevada
UC Davis — Davis, California
Bodega Marine Laboratory — Bodega Bay, California
San Francisco
Los Angeles

$3.4 billion
annual economic output generated by UC Davis Health

9,058 fulltime staff

4,736 faculty

8,214 clinical staff

2.3 K acres
for agricultural research and teaching

33 countries served by UC Davis Health

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Human Resources

Virtual Job Talk
Starting your Career at UC Davis/UC Davis Health

May 28, 2020

UCDAVIS
Leadership Recruitment
& Diversity Services

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Talent Management and Development

Introduction

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

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Introduction

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

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Introduction

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

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Introduction

JoAnna Van Brocklin
Training Analyst, *Training & Development*

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POLLING QUESTION:

What types of positions are you interested in at
UC Davis/UC Davis Health?

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Why UC Davis?

Why UC Davis Health?

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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!	

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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

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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

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The Candidate Gateway

hr.ucdavis.edu

The Candidate Gateway

https://hr.ucdavis.edu/careers

Browse Jobs

https://hr.ucdavis.edu/careers

Apply for a Job

UCDAVIS

Job Description

◁ Previous Job   Next Job ▷

Job Details

Job Title Associate Director of Admissions, MSBA	**Job ID** 1853
Location Davis	
	Favorite Job ☆

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-the 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 top-ten analytics program is based in San Francisco and draws high-caliber candidates around the world. Responsibilities include driving strategy development and implementation, pulling resources across the campus to bring in high-caliber cohorts of students. Represents admissions at off-site events. Act as the core program liaison with Marketing and Communications team to generate compelling messages and influence strategy and tactics. In addition, provide comprehensive, in-depth MSBA program information through 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 enrolls. Provide high-level administrative support for admissions events, activities and programs.

POSITION INFORMATION

Salary Range	$4,116.67- $8,266.67/MO
No. of Positions	1
Appointment Type	Career
Percentage of Time	Full time 100%
Shift Hours	M-F, 8am-5pm

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Applying for Jobs

https://hr.ucdavis.edu/jobtalk

- Searching for Job
- How to Apply

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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.

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The Online Application

Your online application (separate from resume) should contain all your experience that aligns with the minimum & preferred qualifications.

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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

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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

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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
- PEGS21 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 3.32
- Hodson Trust Scholarship Recipient: Awarded to students of academic and extracurricular excellence

RELEVENT EMPLOYMENT EXPERIENCE:

Joint Genome Institute, Lawrence Berkeley National Lab — **Software Engineer** — April 2018-May 2019
- Analyzed Oxford Nanopore sequencing pipeline at JGI and achieved better read analysis performance by applying chimeric read detecting technique
- Participated in paper of MetaBAT 2, a metagenomic binning software (see Publications)
- Worked on MetaBAT 3 contributing to preparing, processing, and cleaning datasets, and using machine learning to improve metagenomic 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 Bio-IT World Conference 2019 on JGI's hackathon results on implementing findable, 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 1000+ and 4,000+ internal engineering customers involved in the process of chip manufacturing from silicon to finished product
- Experience in: designing and implementing RESTful web services, continuous integration, version management, applications and user-interface levels of C# programs, developing native Windows applications and data layers tying 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 Text Template Transformation Toolkit

Johns Hopkins University Applied Physics Lab: — **Software Engineer Intern** — June-August 2014
- Constructed 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 Object Oriented Software Engineering principles, Java, Java Swing, and parallel programming for an environment similar to Google Earth
- Cut down on start-up cost of developing a NASA World Wind application by fifty percent

Adashi Systems LLC: — **Software Development Intern** — July-August 2013
- Created a user interface to help optimize process of adding emergency response 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:

Technical Skills: Eclipse, Visual Studio, Windows 7/8, Mac OS X, Linux, .NET, WPF, WinForms, Git, TeamCity, TortoiseSVN, Xcode, Valgrind, Cocoa Touch, iOS, numpy, scikit-learn, pandas, machine learning, jupyter, slurm

Languages: Java, C, C++, Python, NASA World Wind, Objective C, C#, R

RELATED COURSEWORK:

Deep Learning; Parallel Programming: Hadoop, MPI, OpenMP, Java Threads; **Computational Genomics:** implementing large-scale data processing in Python

PUBLICATIONS:

Kang DD, Li F, Kirton E, **Thomas A**, Egan R, An H, Wang Z. 2019. MetaBAT 2: an adaptive binning algorithm for robust and efficient genome reconstruction from metagenome assemblies. *PeerJ* 7:e7359 https://doi.org/10.7717/peerj.7359

Resume Writing

First Last Name

F.Lastname@ucdavis.edu | 530-123.456 | 123 School Drive, Davis, CA 95616

SUMMARY

A dedicated, self-motivated individual with 4+ years of inter-disciplinary 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 — Davis, CA
Ph.D. in Chemical Engineering (*GPA: 3.98/4.0*) with Designated Emphasis in Biotechnology (DEB) — exp. June 2021
- Dissertation Advisor: Dr. Tonya Kuhl
- *BioXFEL Scholar, Leaders for the Future Program Fellow*

Birla Institute of Technology and Science (BITS), Pilani — Hyderabad, India
B.E. (Hons.) in Chemical Engineering — June 2016

RESEARCH/WORK EXPERIENCE

UC Davis, Department of Chemical Engineering — Davis, CA
Graduate Researcher — Sep. 2016 – present
- Developing a robust polymer-based microfabricated platform/chip for efficient delivery of 2D/ 3D protein micro or nanocrystals for membrane protein structure studies using X-ray Free Electron Lasers (XFELs).
- Evaluated 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 *in-situ* protein crystallization.
- Extensive experience with model biomembranes systems – monolayer and bilayer self-assembly using Langmuir Trough, vesicle/ liposome preparation using sonication and extrusion. Characterization using DLS, Zeta potential, fluorescence microscopy and surface force apparatus (SFA).
- Published results 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 physico-chemical parameters on the electrochemical scan of potassium iodide (KI) additive 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.
- Evaluated organic solvents for extraction of ethanol from fermentation broth using Gas Chromatography.

Indian Institute of Science (IISc), Department of Chemical Engineering — Bangalore, India
Summer Research Intern — May 2015 – July 2015
- Studied DNA origami, Fluorescence resonance energy transfer (FRET) and SELEX. Reviewed literature to select appropriate DNA aptamers to bind proteins- Thrombin, Lysozyme and Adenosine.
- Conducted gel electrophoresis experiments to evaluate binding between DNA aptamer-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
Vice President of Outreach — July 2019 – present
- Leading an interdisciplinary team of 10+ graduate students to facilitate outreach programs ("STEM Squad" middle-school afterschool program, Undergraduate Mentorship program and more) that promote diversity and equity in STEM fields.

Graduate School of Management, UC Davis — Davis, CA
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 crafted by Biotech industry professionals.

Kuhl Lab, UC Davis — Davis, CA
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 — Davis, CA
Graduate Teaching Assistant — Jan. 2018 – Mar. 2018
- Instructed a class of 16 upper-division undergraduate students on 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 microfabrication, Surface Force Apparatus (Interfacial characterization), Protein Crystallography, Dynamic Light Scattering (DLS), Zeta Potential, Gel Electrophoresis, UV-Vis Spectroscopy, Electron Microscopy (TEM, 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++, Veusz, Adobe Illustrator

SCIENTIFIC COMMUNICATION

Journal publications:

Gilbile, D., Docto, D. G., Kingi, D., Kurniawan, J., Monahan, D., Tang, A., & Kuhl, T. L. (2019). How well can you tailor the charge of lipid vesicles?. *Langmuir.* (*In press, available online: link*)

Shelby, M. L.*, Gilbile, D.*, Grant, T. D., Seuring, C., Segelke, B. W., He, W., ... & Batyuk, A. (2020). A fixed-target platform for serial femtosecond crystallography in a hydrated environment. *IUCrJ, 7*(1). (* indicates authors contributed equally, *available online: link*)

Oral Presentations:

Gilbile, D., Docto, D. G., Kingi, D., Kurniawan, J., Monahan, D., Tang, A., & Kuhl, T. L. How well can you tailor the charge of lipid vesicles? *93rd ACS Colloids & Surface Science Symposium, Atlanta.* (June 2019)

Poster Presentations:

Gilbile, D., Shelby, M., Segelke, B., Seuring, C., Barthelmess M., Hunter, M.S., Meents, A., Kuhl, T., Coleman, M.A., and Frank, M. Development of a universal platform for fixed target SFX. *6th Annual BioXFEL International Conference, San Diego.* (February 2019)

OTHER INTERESTS

Photography, Ceramics, Playing Guitar, Reading, Cooking

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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)

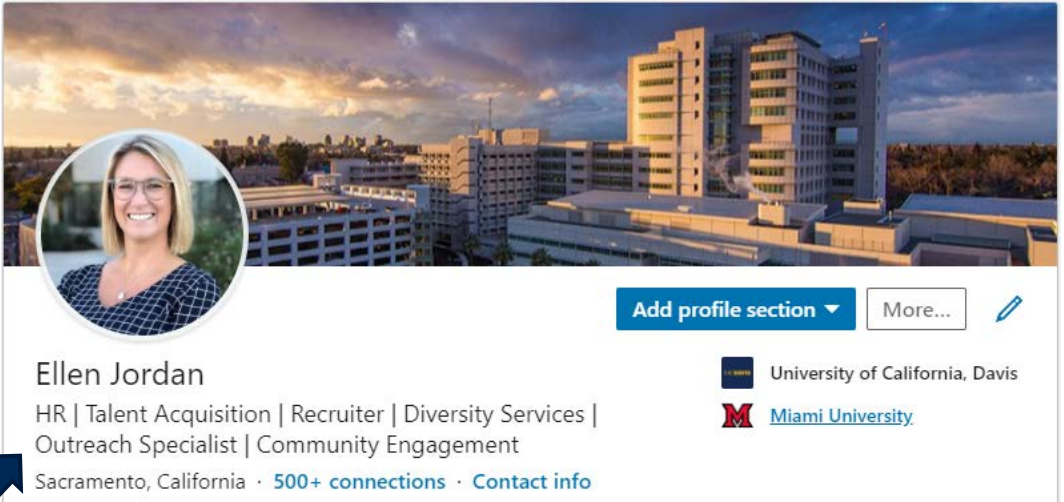- Volunteer Work (if any)

- 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

Quick snapshot of experience

Using "Specialties" to insert keywords associated with you/the job you're looking for

Ellen Jordan

HR | Talent Acquisition | Recruiter | Diversity Services | Outreach Specialist | Community Engagement

Sacramento, California · 500+ connections · Contact info

University of California, Davis

Miami University

Friendly face & keywords/branding regarding my experience, NOT my job title and employer

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 Lyndon Huling, Ed.D and 3 other mutual connections

+ Recruiting · 35

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

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Diversity, Equity and Inclusion

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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

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Diversity, Equity and Inclusion

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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.
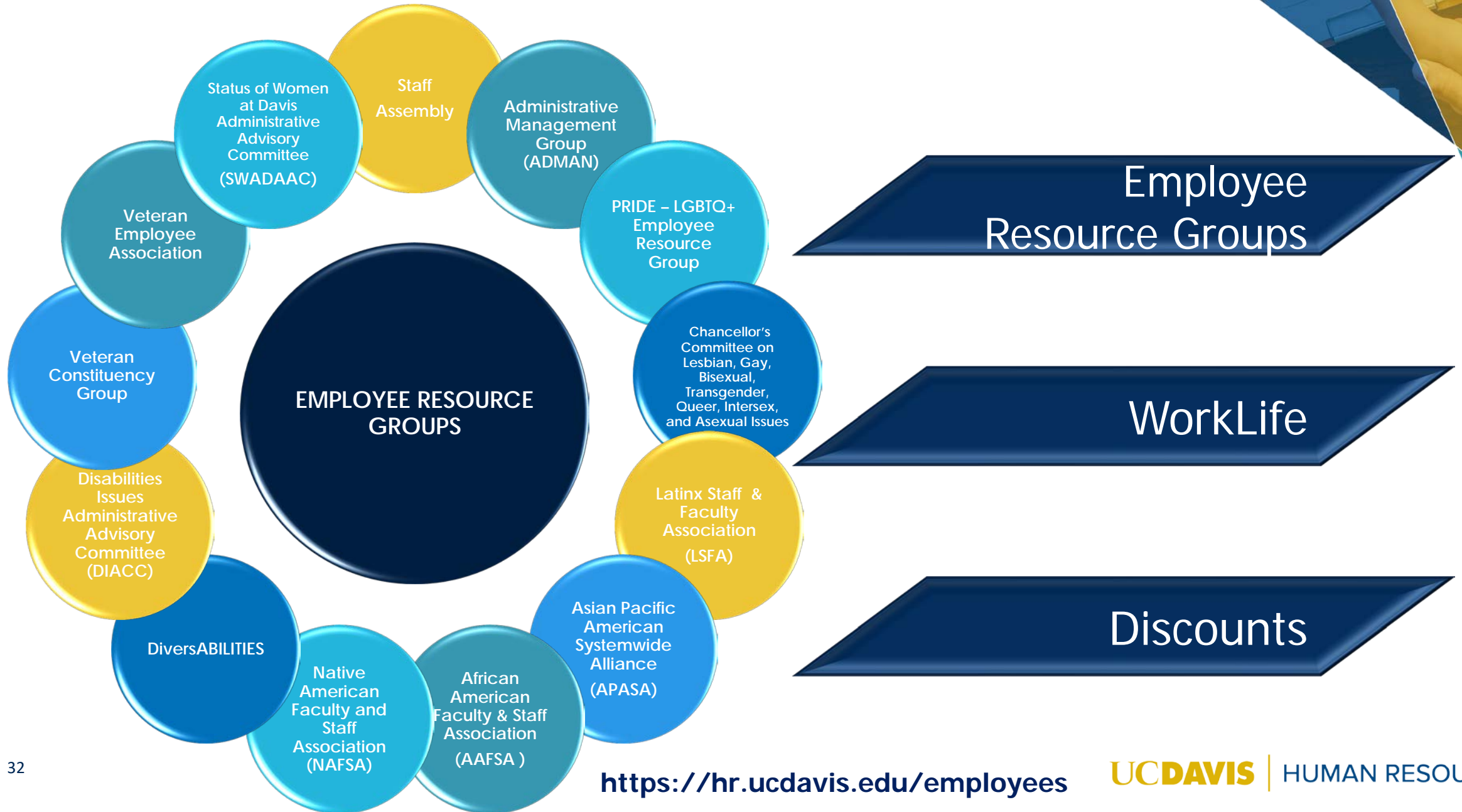
CAREER MANAGEMENT

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

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

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Additional Resources

EMPLOYEE RESOURCE GROUPS

- Staff Assembly
- Administrative Management Group (ADMAN)
- PRIDE – LGBTQ+ Employee Resource Group
- Chancellor's Committee on Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual Issues
- Latinx Staff & Faculty Association (LSFA)
- Asian Pacific American Systemwide Alliance (APASA)
- African American Faculty & Staff Association (AAFSA)
- Native American Faculty and Staff Association (NAFSA)
- DiversABILITIES
- Disabilities Issues Administrative Advisory Committee (DIACC)
- Veteran Constituency Group
- Veteran Employee Association
- Status of Women at Davis Administrative Advisory Committee (SWADAAC)

Employee Resource Groups

WorkLife

Discounts

https://hr.ucdavis.edu/employees

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Thank You…

Questions?!

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Contact Info:

Ellen Jordan – ekjordan@ucdavis.edu

Mario Eguizabal – meeguizabal@ucdavis.edu

Lyndon Huling – lahuling@ucdavis.edu

JoAnna Van Brocklin – jvanbrocklin@ucdavis.edu

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