



FEATURED MEMBER

Rosemary Chavoya

Assistant Dean for Administration, Graduate School of Education and Information Studies



1) Describe your career path at UCLA and how you reached your current position.

My career began at UCLA in 1983 when I was hired to manage the East Coast programs sponsored by the EXPO Center internship office. The students and the work were exhilarating! In 1986 I accepted a transfer to become an academic advisor in the Department of Psychology. The job change proved to be key. Psychology offered endless

opportunities to develop my professional skills, build new programs, and influence the development of students and staff. I spent 20 years in psychology, 11 years in student affairs management and nine as the Chief Administrative Officer. All of these experiences prepared me for the position I now hold and I am convinced I could not have skipped any of the steps that got me here.

2) What actions did you take to develop yourself professionally and/or identify your career goals?

I accepted good advice. I took training classes in areas outside of my immediate job duties. When I was a Student Affairs Officer II my supervisor suggested I complete the courses on Contracts & Grant management. Years later in my career, this knowledge and exposure proved to be critical to my advancement. I participated in institutional offerings such as the Management Skills Assessment Program, the Professional Development Program, and the Business Officers' Institute. As a result of these experiences, I developed a strong network of mentors, colleagues, and friends to whom I owe much of my clarity about my career choices.

3) What is your favorite management technique or tip?

▶ Always give honest and objective feedback to staff and tell them where they stand.

4) What advice would you give to a new employee?

▶ Become an expert in your field. Be it payroll, grants management, or event coordination—become the best. Demonstrate progressive movement forward (i.e., promotions or special assignments) and become a resource for others. Look for ways to “fill the gap” when you see one in your organization.

ANNOUNCEMENT

Elections for 2009 AMG Board Members are here! Five positions are open for 2009 (all are two-year terms):

- ▶ Vice-Chair (Chair-Elect): serving the first year as Vice-Chair and the second as Chair
- ▶ Historian
- ▶ Member At Large (2 positions)
- ▶ Treasurer

A call for nominations will be distributed in early December 2008 and elections will take place in January 2009. See the AMG bylaws for a full description of the group, the Board, and duties of the Board members.

MESSAGE FROM THE CHAIR

Olivia Díaz

MSO, César E. Chávez Department of Chicana and Chicano Studies

Greetings! We are very proud to be launching our first ever UCLA Administrative Management Group (AMG) quarterly newsletter. This newsletter provides a sampling of the information that one can take away from our quarterly events as well as save-the-dates for our events and programs planned thus far for this coming academic year. For those not familiar with AMG, we're a campus professional staff advisory group that was launched in Fall 2006. We hold quarterly programs and invite panelists and speakers to discuss issues ranging from career paths at UCLA to mentoring and negotiating. AMG is also the UCLA branch of the UC Systemwide Academic Business Officers Group known as ABOG. In 2007-2008, AMG also proudly partnered with Campus Human Resources in creating and awarding the new annual Excellence in Leadership Award, or EXCEL. AMG had the immense privilege of presenting our very first EXCEL award at the Annual Staff Assembly Awards Ceremony in June 2008. We look forward to seeing you at our next event!

UPCOMING EVENTS

Mark your calendars! AMG is sponsoring a number of events this quarter. Save the date for the following events, and check our Web site periodically for future events at www.international.ucla.edu/languages/amg.

▶ If you dream, it will happen: Pursuing career and personal goals in challenging times | Presenter: Jorge Cherbosque, Co-director, Staff and Faculty Counseling Center

Date: December 8, 2008
Time: 12–1:30 pm
Location: 314 Royce

▶ AMG Book Club | Book: *Yes! 50 Scientifically Proven Ways to be Persuasive* by Noah J. Goldstein, Steve J. Martin, and Robert Cialdini

Date: January 13, 2009
Time: 12–1 pm
Location: TBA (e-mail sanchezj@ucla.edu)

▶ **SAVE THE DATE: ABOG CONFERENCE**

The conference will be hosted by UC Davis from April 5–8, 2009 at the Hyatt Regency Sacramento. E-mail bcsmith@ucdavis.edu with any questions or comments.

NETWORKING TIPS

At the AMG summer networking event, participants heard tips from Regina Lark, David Miller, and Antoinette Mongelli. Here are their top tips:

▶ Prepare! Have your short introduction prepared, with your name, where you work, what you do. It doesn't have to be all about work—be ready with news, your interests, or interesting stories to discuss.

▶ Business cards: write notes on the back of cards you collect such as where you met the person and what you discussed.

▶ It's not all about you. Find out how you can help the other person, or ask about their vacation, what they do when they're not at work.

▶ If you're not feeling comfortable, look for others who might feel the same way and approach them. Find someone standing alone, or play host by introducing others.

▶ Staying in touch: send an e-mail within a couple days of meeting someone: “It was so fun to meet you at... I'd love to keep talking to you about... do you want to have lunch or coffee?”

AMG Board Members & Contact Information

Olivia Díaz | *Chair*
Nancy Mendez | *Vice Chair*
Shauna Mecarte | *Communications Liaison*
Prema Windokun | *Treasurer*
Julia Sanchez | *Historian*
Kathryn Paul | *Immediate Past-Chair*
Members at Large | Shelly Brooks, Jessica Christopher, Judith Levin, Cindy Love and Gloria Jurisic

For information on Board membership, please contact Nancy Mendez at nmendez@support.ucla.edu. To participate in AMG, please attend events by joining our list-serv on our Web site, or help plan an event by contacting Olivia Díaz at oliviad@chavez.ucla.edu.