Take Your Career to the Next Level

The UCLA Staff Enrichment Program (SEP) is a one-year, team-based program designed to help employees in staff support roles grow their careers at UCLA. Program components include monthly career development seminars, team research projects, individualized career coaching, department presentations, program alumni partnering, professional portfolios, and a stipend for educational purposes.

Developing Talent Since 1979

SEP has served UCLA since 1979 by offering employees focused professional development and a career path towards higher levels of success. Goals are to:

- Enhance career traction among support staff and help them leverage interests, talents and skills in optimizing their career paths within the University
- Develop a diverse, upwardly mobile workforce to meet current and future operational needs of the University
- Offer career development through workshops, career planning, and departmental projects

Program Components Include:

- Career development retreat focused on self-assessment, team building, and goal-setting
- Monthly workshops dedicated to skill development and navigating UCLA's organizational culture
- Departmental presentations providing participants opportunities to share resources, build public-speaking skills, and familiarize each other with the rich range of roles and operations across the UCLA campus
- Team research projects relevant to the world of work at UCLA
- Individual career coaching sessions to strategize and develop individualized career plans
- Career-enhancing portfolios of participants' professional work for self-marketing
- Individualized mentoring from program alumni to assist in maximizing program participation

Basic Requirements Include:

- Full-time career employment for at least one year
- Payroll title of Administrative Specialist (or equivalent) or below
- A rating of satisfactory (or better) on the applicant's current performance evaluation
- Department endorsement for participation

Note: Approximately 30 participants are selected into SEP each year

Strategic partnerships between participants, their supervisors, and the coordinator are maintained to ensure that individual career development plans and program activities remain consistent with University needs. Supervisors can expect that participants will need approximately 10-12 hours of release time each month. Recruitment for SEP begins in the fall of each year. There are no costs to most departments and program members.*

*Departments within the UCLA Health System are expected to cover enrollment fees associated with this campus-based program.

For more information:
Call Career Services in Training and Development: (310) 794-0872
On the web, find information at:
http://map.ais.ucla.edu/go/1002340
Or, call the main line in CHR Training and Development: (310) 794-0850
For additional information for this and other training and professional development programs visit:
http://www.chr.ucla.edu

For developing people opens doors.