

**UCOP Communications Advisory Subcommittee Member Application**

Thank you for your interest in the UCOP Communications Advisory Subcommittee. Before applying to become a member of this subcommittee, please be sure you meet the eligibility requirements stated below and that you understand the subcommittee’s role and responsibilities and can fulfill the time commitment required. Information about CASC can be found at <http://www.ucop.edu/staff-assembly/resources/op-communications-advisory-subcommittee.html>

***Eligibility requirements:***

* Career, policy-covered (non-represented) employee
* Worked at UCOP for at least one year
* Satisfactory performance rating and support from manager to serve

Name:

Department:

Position:

Phone:

Email:

Number of years at UCOP (and at UC, if different):

Manager’s name and contact information:

***Please provide brief answers to these questions and submit your application electronically as explained at the end of this application.***

1. Describe your job at UCOP:
2. Describe why you are interested in this role and what you hope to gain from the experience:
3. Describe the experience, skills or other qualities that you would bring to this role:
4. Provide an example of a time you worked collaboratively with UCOP colleagues to solve a problem or improve an organizational issue:
5. What sources of information do you use to keep informed about what’s going on at UCOP?
6. What do you think UCOP does well in keeping its employees informed?
7. If you could suggest one thing to improve communications at UCOP, what would it be?
8. Can you commit to providing two hours per month to this role? And are you available to attend a meeting from 12-1 p.m. on the first Wednesday of every month?

Please indicate your signature by initialing and dating the form below, and submit your completed application electronically by 5 p.m. on Wednesday, Oct. 19, to [OPStaffAssembly@ucop.edu](mailto:OPStaffAssembly@ucop.edu).

Your initials:

Date:

If you have questions, please send an email explaining what you would like to know to [OPStaffAssembly@ucop.edu](mailto:OPStaffAssembly@ucop.edu).

Thank you for your application,

UCOP Staff Assembly

UCOP Communications