

Department Name: Employee Development & Success

Number of Vacancies: 7-10 for the pilot

Department Website: <https://louisville.edu/hr/training/>

Department Mission Statement:

Our goal is to support UofL's mission of being a great place to learn, work and invest. The Employee Development and Success (EDS) team specifically supports UofL's faculty and staff in attracting, motivating, engaging and retaining the talent necessary to the University's mission.

Qualifications:

- Any UofL staff member, exempt or nonexempt, with at least two years of service;
- The participant must show consistent performance appraisal review ratings of "Meets expectations" or higher;
- Demonstrated enthusiasm for continued career growth and support of the university's vision.

Responsibilities and Tasks:

- Will vary depending on placement, duration, and project goals
- EDS will schedule an initial planning meeting with the home and host department to determine the parameters of the staff fellowship placement
- A formal contract and post evaluation of the experience will be required as a part of the opportunity

Benefits to Home Department:

- Reiterating the importance of strong employees and professional growth within department/to the individual
- Enabling staff to further their skills and knowledge to bring back new ideas to your department/team
- Opportunity to be a key partner in making UofL a Great Place to Work
- Empowering your employees to grow, which will then build upon their commitment to your departmental growth
- Greater loyalty, pride, and engagement among your employees

Benefits to the Host Department:

- 10-20 days of “free” help from someone passionate about the work you do
- Fresh perspective from colleagues
- Communication & facilitation skills
- The opportunity to showcase your department across the university system
- Establishing your unit as a key partner in making UofL a “Great Place to Work”

Possible examples of Staff Fellowships:

- **New Employee Onboarding Experience.** The Employee Development and Success Office is redesigning the orientation and onboarding experience for new employees at UofL and staff fellows will be on the design team that benchmarks best practices, develops the curriculum, trains facilitators, and creates assessment measures.
- **Advising International Students.** The International Center welcomes staff fellows who are interested in learning the skills and competencies needed to advise international students and scholars. The placement includes supervised advising sessions with students, training in cultural competency, and an overview of important international student policies, visa requirements, ESL coursework, etc.
- **Creating the University Brand.** The Office for Communication and Marketing is hosting staff fellows to work on its 2020 marketing campaign for the university’s next major publicity effort. Fellows will attend design team meetings where decisions are made

Department Contact Information

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