

----- Forwarded message -----
From: "Lewis, Mary" <m7lewis@ucsd.edu>
Date: Oct 20, 2017 11:12 AM
Subject: FW: Functional Training Opportunity (FTO)

Dear Hiring Departments,

As you may know, the campus launched a new initiative this school year called **Functional Training Opportunity (FTO)** which is intended to assist non-resident students (domestic and international) with assimilation and integration into US, California, San Diego, and UC San Diego cultures. Students can work up to 20 hours per week in jobs where their skill and qualifications align. Student earnings cannot exceed \$10,000 per year—maximum of 2 year FTO utilization. Departments that hire a FTO student will receive 50% reimbursement for wages, similar to a Work Study student. The Student Retention & Success Business Office will facilitate reimbursement to the hiring departments. Please forward this information to your department HR contacts and remind your supervisors about this unique funding opportunity.

How Do I Post a Position?

As with all on-campus student positions, post the opening on Port Triton. Work directly with the Student Employment Office in the Career Services Center for approval. If the job is NOT posted as an open recruitment in Port Triton, please submit requests for "Exception to Hire" to the Student Employment Office. For more information, email Mary Lewis at m7lewis@ucsd.edu

How Do I Inform FTO Students About the Job Posting?

After departments receive approval for a position, they can also promote the job posting directly to FTO students. Send an email to FTOinfo@ucsd.edu. In the body of the message, include job number in Port Triton, job title, department name, and application deadline (mm/dd/yyyy). A summary of postings will then be sent via email to FTO students.

How Do I Identify an FTO Student?

There are two ways to identify an FTO student:

- 1) Review the applicant's cover letter. In the first sentence, applicants have been instructed to include "*I am part of the Functional Training Opportunity (FTO) cohort*".
- 2) Request an FTO Certification Letter from the student

This letter verifies their eligibility. Attached is a sample of the certification letter. If FTO-eligible students do NOT have a certification letter, ask them to send a request to FTOinfo@ucsd.edu

How Do I Request Funds?

Enter the hired student's PID and other information into the FTO Portal (<https://sa-web.ucsd.edu/forms/SRS/FTO/>). Once entered, you will receive an index to direct charge 50% of the student employee's wages. If you have any questions, please send a message to FTOemploy@ucsd.edu

Questions

- Hiring department and reimbursement issues: Ken Tomory (FTOemploy@ucsd.edu)
- Port Triton and student employment issues: Mary Lewis (m7lewis@ucsd.edu)
- General information and student inquiries: Argiria Williams at (FTOinfo@ucsd.edu)

Sincerely,

Office of the Vice Chancellor of Student Affairs—Student Retention and Success Unit



<DATE>

SUBJECT: Functional Training Opportunity

<STUDENT NAME>

<PID>

Dear Hiring Department,

The student above is participating in the Functional Training Opportunity (FTO) and has been verified eligible for on-campus employment. FTO was developed to assist non-resident (domestic and international) undergraduate students with assimilation and integration into the U.S., California, San Diego and the UC San Diego campus community.

FTO Students may work in any existing or newly created on-campus job where skill and qualifications align. Departments that hire a FTO student will receive a 50 percent reimbursement for wages. This letter serves as authorization from the Office of the Vice Chancellor Student Affairs - Student Retention & Success unit.

Please confirm their employment at <https://sa-web.ucsd.edu/forms/srs/fto>

This site will be available on September 29. Once confirmed, you will receive an index number to charge 50 percent of their wages. Please send any questions to FTOemploy@ucsd.edu

Thank you for participating in the Functional Training Opportunity.

Sincerely,

Office of the Vice Chancellor of Student Affairs—Student Retention and Success Unit