Announcements

Biltmore Park June hours – Biltmore Park will be open 8am-9pm Monday-Thursdays and 8am-5pm Fridays during the month of June.

Reminder! Please register for fall semester!

GBSA Activities

Thank you all for an excellent academic year! If you are interested in getting involved with GBSA next year, or have some fresh ideas for new activities or events, please contact Ellie Shown at ecsnown1@catamount.wcu.edu.

Calendar of Events

MBA 693 International Market Research – Monday, June 2 – Wednesday, July 2

MBA 625 Applied Business Economics – Monday, July 7 – Monday, August 4

Opportunities


To view and pre-register for the July 16 (Asheville’s Young Innovators) and August 12 (Secrets of Enduring Business) panels, visit http://www.leadershipasheville.org/.

Networking! Young Professionals of Asheville’s End of Year Blast! // Thursday, June 19th, 7:00-10:00 PM // Lioncrest Veranda at Biltmore Estate, One Lodge Street. It’s time to celebrate another successful year for Young Professionals of Asheville! Join us for our End of Year Blast on Thursday, June 19th, 2014 from 7-10 PM at Lioncrest Veranda on Biltmore Estate. Savor delicious food, laugh with great friends, build networking opportunities and kick off the summer! Don’t miss this! New board members will also be announced. Mark your calendars! Please RSVP on Facebook for ongoing updates and evening-of gate access to the venue: YPA End of Year Blast Facebook Event Page.

Networking! You're invited to the Asheville Area Chamber of Commerce’s 117th Annual Meeting - June 26, 2014; Doors open at 5 p.m. Presentation starts promptly at 5:30 p.m. At the U.S. Cellular Center (87 Haywood Street). You’re invited to explore your return on investment with the Asheville Area Chamber of Commerce. Enjoy excellent hors d’oeuvres and beverages plus connections with leaders from the Asheville business community. And join us in honoring some of Asheville's outstanding business leaders with the presentation of our annual leadership awards. Tickets: $75 (includes one drink ticket). REGISTER NOW at http://web.ashevillechamber.org/events/2014-Annual-Meeting-2892/details
JOB! HR Associate, Biltmore Farms – Primary Function: Responsible for keeping organization’s personnel and payroll records up-to-date maintaining a high level of confidentiality. Provide support to HR Manager in all aspects of HR administration. Must have ability to interact and effectively communicate with employees at all levels of the organization using diplomacy and tact.

**Job Description:** Complete all aspects of payroll processing including timekeeping, recordkeeping and filing. Coordinate and implement any changes applicable to the payroll process. Assist with hiring of new employees including reference checks and coordination with hiring manager of new hire screenings. Create New Hire Orientation Books and new employee personnel files. Assist with conducting new hire orientations. Print resumes from various outlets, organize by position and distribute to appropriate hiring manager. Attend and coordinate Company participation in local job fair events. Coordinate and manage semi-annual wellness screening events. Report all injuries to worker’s compensation insurance, manage claims process and communication with injured employee and/or manager. Maintain and post OSHA 300 Logs annually. Work with HR manager to review year-end processing of W2 and special pay calculations. Assist with benefit enrollments including health insurance and life insurance. Manage 401(k) plan eligibility, enrollments and terminations. Coordinate with HR annual open enrollment meetings and prepare materials. Reconcile benefits billing on a monthly basis and review invoices for accuracy. Prepare annual Company-wide compensation statements. Attend workshops, webinars, etc. as applicable and relevant to legislative changes that impact the Company. Assist with preparation for and participation in annual financial audit and 401(k) audit and preparation and filing of Form 5500. Participate in relief schedule rotation for front desk administrator. Complete State and Federal surveys as needed. Other duties and project work as needed within scope of position.

**Skills and Specifications:** Candidate will need an Associate Degree in a related field and a minimum 2 years of prior human resources experience. Proficiency in Microsoft Office software is preferred. Proficiency in payroll processing using ADP software is preferred. Individual must be highly professional, outgoing and self-motivated. Must be able to interact with individuals at all levels of the company and outside the company. Ability to work individually and self-driven with projects. Strong written and verbal skills. Team player in a dynamic and fast-paced environment and have the ability to multi-task. Demonstrate ability to solve problems, analyze systems and suggest appropriate solutions. A high degree of organization, prioritization and time management is needed for this position. High attention to detail is required. Must have scheduling flexibility in payroll processing during applicable holiday weeks and/or to participate in special events such as job fairs. Must have a good work ethic, be able to work with highly confidential information and use discretion in discussing information of a sensitive nature. Respond to questions in a timely manner and be focused on meeting deadlines. Physical requirement includes the ability to lift up to 35 pounds occasionally.

If interested in applying, contact Kelly McIntyre at kumcintyre@wcu.edu for details.

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