Have a fun and safe 4th of July! 
Go USA in the World Cup!

Announcements
Biltmore Park July hours – Biltmore Park will be open 8am-6pm Monday/Wednesdays, 8am-9pm Tuesday/Thursdays, and 8am-5pm Fridays during the month of July.

Save the Date – College of Business Golf Classic. Saturday, August 23rd at Rock Barn Golf and Spa in Hickory. Friday night reception at 6pm included with registration. For more information or to register, contact Ken Flynt at 828-227-3009 or keflynt@wcu.edu.

Fall semester updates:
Please register if you have not already done so!
Bills for fall should be generated soon. Watch your Catamount email for updates.
Books are now available to view and purchase at http://books.wcu.edu.

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 eshown1@catamount.wcu.edu.

Calendar of Events
MBA 625 Applied Business Economics – Monday, July 7 – Monday, August 4
Pre-MBA Boot Camp – Monday-Thursday, August 4-7 and August 11-13, 6-9pm
New and Continuing Graduate Assistant Training – Wednesday, August 13, 10am-3pm (tentative)
Biltmore Park New Student Orientation – Thursday, August 14, 5:30-8pm

Opportunities
Career Services at Biltmore Park – Mardy Ashe, Director and Career Counselor of WCU Career Services will be available at Biltmore Park on Wednesday, July 9 (tomorrow!) and Wednesday, August 6. Mardy can assist you with career exploration, development, and 'hands on' work such as resume, cover letter writing, and interview skills. Contact her at mashe@email.wcu.edu | 828.227.3812 (v) | http://careers.wcu.edu to set up an appointment. Drop ins are also welcome.

JOB! Human Resources Generalist – Recruitment, City of Asheville. This position will have a primary focus in the area of recruitment and selection. Responsibilities include reviewing of employment applications, participating on interview panels, administering written assessments, and assisting with recruitment related events such as job fairs. An employee in this class performs a variety of administrative and technical duties to support the various functions of the Human Resources department. This position is also responsible for interpreting departmental policies, data entry and report preparation, record keeping, and project coordination. Employee acts as a generalist for the department while primarily assisting the Recruiter, but may assist all divisions with various tasks as needed. Considerable tact and courtesy is required due to frequent contact with the general public, other governmental agencies, and City employees. Work assignments are performed in accordance with established procedures, but require independent judgment, discretion and confidentiality in completing assignments and dealing with other employees and the general public. Work is performed under general supervision of the Human Resources Consultant/Recruiter and is reviewed through observation and review of work completed.

EXAMPLES OF DUTIES: Supports and assists the various Human Resources divisions with a focus on recruitment related special projects and/or routine tasks as needed. Serves as a resource to department managers and HR Liaisons by interpreting policies and procedures, providing information regarding the various divisions of the Human Resources department and training on various processes within the HR function. Assists the Recruiter with posting jobs on a variety of job boards, professional association websites, and recruiting outlets in order to ensure a qualified and diverse applicant pool. Utilizes NEOGOV software to review applications, assist applicants and hiring managers in the hiring process. Assists with scheduling and participating in the interview and selection process which includes logistical support in assessment centers and serving as an interview panel member for a
variety of positions. Participates in events such as job fairs and other relevant recruitment and talent management initiatives. Assists with the initial reviews and screening of employment applications. Provides support in reviewing statistical information in preparing reports, and charts and graphs on a monthly, quarterly and annual basis with a focus on recruitment related statistics. Operates computer software including Microsoft products, Munis, NEOGOV and other office equipment. Receives telephone calls and visitors; explains departmental policies and gives out information regarding area of activity or program according to related laws and policies.

QUALIFICATIONS: Associate’s degree in human resources or a related field and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

KNOWLEDGE, SKILLS & ABILITIES: Considerable knowledge of modern office practices, procedures, systems, and equipment. Considerable knowledge of software used to process personnel transactions. Considerable knowledge of state and City regulations, policies and procedures concerning Human Resources. Ability to exercise discretion and confidentiality in handling applicant and personnel records. Ability to research, analyze and record information. Ability to understand and follow oral and written instructions. Ability to maintain records and to compile reports from these records. Ability to use computer-driven word processing and spreadsheet programs. Ability to type with accuracy at a moderate rate of speed. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to deal with customers in a tactful and effective manner. Ability to function as a team player in a work group.

SCHEDULE: Number of hours and days per week will be determined depending upon schedule of the successful candidate and department needs.

SALARY: $18.16/hour

**JOB! Financial Assistant State Auditor, Buncombe County (position #60008920).** Description of work: Positions at this level are entry-level professional auditors who are primarily responsible for assisting with various financial and financial-related audits as a member of an audit team. Work may include assisting with the identification of risks, understanding and testing internal controls, testing completeness and accuracy of financial accounts and related disclosures, testing compliance with laws and regulations, preparation of audit documentation, and drafting audit findings. May also include assisting with automated data retrieval and analysis. Knowledge, Skills, Abilities: Foundational knowledge of professional accounting and auditing standards, techniques, practices and procedures applicable to governmental organizations. Ability to apply state and federal laws and regulations governing the area of work. Ability to think critically, listen and follow instructions, work well with others in a team environment, check own work for errors, prepare written documentation of work performed, write clearly and persuasively, clearly communicate verbally, and follow standard policies and procedures. Able to quickly understand the policies and practices of organizations being audited. Requirements: Graduation from a four-year college or university with a degree in Accounting with a minimum of twenty-four (24) semester hours of accounting; or an equivalent combination of education and experience. Compensation: hiring range $48,000 - $54,500; position range $45,932.00 - $100,602.00. To apply: Applicants are encouraged to submit an online State Application which may be obtained from the following address: [http://www.osp.state.nc.us/jobs/] along with college transcripts (must be attached online, do not have to be official) to the Human Resources Division of the Office of the State Auditor by 5:00 pm on the closing date or the application will be deemed incomplete and will not be processed. Deadline: 7/3/2014, 5pm EST.

Note: Contributing Assistant State Auditor, position #60008967, is also available in Wake County.

Connect Online!

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