Announcements

May Graduates – You must purchase a cap/gown/tassel, and also the MBA hood (in color “drab”) from the bookstore. This can be purchased from http://books.wcu.edu/MerchList.aspx?ID=4945 and delivered for pick up at Biltmore Park. If you will not be walking, you must inform the registrar’s office. This form and more information on commencement can be found at http://www.wcu.edu/academics/campus-academic-resources/registrars-office/graduation/information-for-graduation-ceremonies.asp

August and December Graduates – Please apply for graduation through MyCat! Your degree audit may not be clear (“blue”) but this will be fixed by the program with plenty of time before graduation.

GBSA Activities

Leadership Speaker! Innovation the Biltmore Way. Chris Maslin, MBA (from WCU!), director of staffing & training; director of the Biltmore Center for Professional Development. Wednesday, April 17 from 5-5:45pm in room 346.

UPDATE! End of Semester Social. Saturday, May 11 @4:30pm, Asheville Brewing Company (Coxe Avenue). Drop in and enjoy snacks on us! We will be honoring our graduates at this event.

Calendar of Events

Wed, Apr 17 – Leadership Speaker. Sponsored by GBSA. Biltmore Park room 346. 5-5:45pm.

Wed, Apr 24 - MBA Information Session, spring 2014 Cherokee Cohort. Harrah’s Cherokee hotel conference center, Ash room, 4-5pm. Please help spread the word!

Sat, May 11 – GBSA End of Semester Social. Asheville Brewing Company (Downtown location). 4:30pm.

Opportunities

JOB! Project Administrator Position, MCC Development (Marshall, NC/work-from-home). MCC Development’s Typical clients include Tropicana, ExxonMobil, pharmaceutical companies, universities with chemistry and bio-chemistry research, and major industrial equipment manufactures that utilize our factory-built structures to achieve safe, regulatory compliant storage of hazardous chemical and flammable liquids. Learn more at www.hazmatbuildings.com.

This position must have verbal and written (e-mail) communication skills and understanding of computer technology. The preferred candidate should possess related work experience and skills to perform the following duties, and will report directly to the president. The candidate would also have completed a minimum four-year business degree and/or technical training in architecture or engineering. The near-term career opportunities include project management, business development, and ownership stake. Job tasks include:

- Scheduling of crew members and subcontractors and interfacing with client project representatives.
- Review of electronic drawing files and contractor bid documents, and client submittals.
- Participation in electronic project “kickoff” meetings - webinars and conference calls.
- Project Oversight: monitoring of project schedule and performing liaison duties for MCC and its subcontractors.
- Administering architectural, mechanical, structural and electrical drawing submittals.
- On-going communications and scheduling updates with MCC contract builders.
- Preparation and submission of Project Closeout Documents.
- Follow-up client services targeting customer satisfaction and future business opportunities.

For more information and/or to apply, contact Liz Asher via email at lizasher@mccdevelopment.com.
**JOB!** Special Projects Coordinator, City of Asheville Parks, Recreation & Cultural Arts. This position requires a high level of interaction with all divisions in the Parks, Recreation, and Cultural Arts Department and assists senior managers through analytical work and/or technical functions. This position will provide: day-to-day administrative functions; assist in the department accreditation process; provide administrative support (coordination, minute taking, and equipment set-up) during City Council appointed Board meetings; prepare reports and research as needed; coordinate grants; maintain various excel spreadsheets; assist with human resources functions. Independent judgment, discretion, and initiative are necessary to the success of the position. Proficiency with Microsoft Office, Word, and Excel a must along with the ability to learn new programs. **Qualifications:** Associates Degree in Business Administration, or a related field, and two years of professional experience in analysis or project management, preferably in a public parks and recreation departmental setting; or any equivalent combination of training and experience required to perform the essential functions of the position. **Full-time temporary** (37.5 Hrs Week; M-F 8:30-5:00; up to nine months – not eligible for benefits, paid leave, or retirement system participation). $15.99/hour. To apply, visit [http://www.ashevillenc.gov/jobs](http://www.ashevillenc.gov/jobs). **Deadline:** 4/26/13.

**JOB!** Project Manager, City of Asheville Public Works Department. An employee in this class performs professional and administrative work in overseeing complex projects. Employee is responsible for administering, coordinating, monitoring, and analyzing construction projects. Employee is responsible for negotiating costs concerning initial contracts and change order requests related thereto. Employee is responsible for maintaining records on the projects. Coordination is exercised with other professional, technical and clerical personnel. Tact and courtesy are required in frequent contact with contractors, vendors, consultants and the general public. Extensive judgment is required in making decisions with a high degree of accountability. Work is performed with considerable independence under the general direction of the Senior Project Manager and is evaluated through written and oral reports. **Qualifications:** Bachelor’s degree with major course work in construction management, or a related field, and 3 to 5 years of professional experience in construction management; civil engineering; and/or any equivalent combination of training and experience required to perform the essential position functions. Engineering Intern registration required or ability to obtain in one year. Professional Engineering License in North Carolina preferred. **SPECIAL REQUIREMENT:** Possession of a valid driver’s license issued by the State of North Carolina. **Full time** (37.5 hours/wk); $21.43/hour. To apply, visit [http://www.ashevillenc.gov/jobs](http://www.ashevillenc.gov/jobs). **Deadline:** 4/23/2013.