Announcements

**MBA Leadership Speaker Series. Dr. Tony Baldwin, Superintendent, Buncombe County Schools.**
A graduate of T.C. Roberson H.S., Dr. Baldwin has spent his career as an educator in Buncombe County, and is pleased to continue his service to students and families. Prior to assuming the role of Superintendent on July 1, 2009, Dr. Baldwin spent five years as Associate Superintendent, a position that allowed him to provide excellent leadership in many important areas, including student safety. He led the effort to revise the system's Safe Schools Plan, utilizing national standards and best practices, and requiring school administrators to obtain federal NIMS and ICS incident management certification. Baldwin is a graduate of the University of North Carolina, Chapel Hill, where he received both his BA and MA in Education. He received a Doctorate in Education from Northwestern State University in 1985, and completed his Superintendent Certification at Western Carolina University in 2007.

**Thursday, September 12, 2013**
6:00pm – 6:30pm
Biltmore Park Room 346

**Speaker Series Semester Schedule**

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<th>Date</th>
<th>Speaker</th>
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<tr>
<td>Sep. 12</td>
<td>Tony Baldwin – Superintendent, Buncombe County School Board</td>
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<td>Sep. 19</td>
<td>Neal Hanks – CEO, Beverly Hanks</td>
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<td>Sep. 26</td>
<td>David Gantt – Chair, County Commissioners</td>
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<td>Oct. 3</td>
<td>Bill Murdock – CEO, Eblen Charities</td>
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<td>Oct. 10</td>
<td>Fall Break</td>
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<td>Oct. 17</td>
<td>Terry O’Keefe, Columnist – Asheville Citizen Times</td>
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GBSA Activities

Asheville Chamber of Commerce Business Walk – Volunteers Needed! We are looking for 10 volunteers to assist with The Business Walk, a Chamber of Commerce initiative. This is a 2 day commitment of about 4 hours total.

The Business Walk is a face-to-face survey of more than 450 local businesses consisting of Chamber members and non-members. The survey consists of three questions directed to the business owners or managers and will take three to five minutes to complete.

October 1st: training from 10:30am-11:00am OR 2:00pm-2:30pm
October 17th: press conference to kick off the event in the Chamber Boardroom from 9:30am-10:00am
October 17th: Business Walk event from 10:00am-12:00pm
November 19th (NOT REQUIRED): Business Walk reception in the Chamber Visitor Center from 5:30pm-7:00pm

Please RSVP to gbsa.wcu@gmail.com by this Thursday, September 12, if you would like to volunteer!

Calendar of Events

MBA Information Session for Cherokee Cohort (starting January 2014!)
Thursday, September 12, 4pm, Harrah’s Resort and Spa, room TBD
Monday, September 16, 12:00-12:45pm, WCU Main Campus, Forsyth 101
Monday, September 16, 5:15-6:00pm, WCU Main Campus, Forsyth 101

MBA Advisory Board Meeting – Friday, October 4, noon-1:30pm, BP 344

Opportunities

Networking! Young Professionals of Haywood – Networking After Hours. Join the Young Professionals of Haywood for a "Roaring Twenties" themed After Hours Event at the Herren House. Enjoy this excellent opportunity to
network with young professionals in your community. Hors d'oeuvres and a Cash Bar Available. Thursday, September 26, 6 - 8 pm. Herren House, Waynesville.

**JOB! Sales Coordinator, Image Solutions (Fletcher, NC).** Image Solutions is an exclusive provider of digital Office technology solutions and services in Western NC and Upstate SC. Image Solutions provides our customers with a full range of services including Managed Network Services, Printers, Facsimile Systems, Copiers, Scanners, Document Management Software, Wide Format Copiers, Digital Workflow Systems, Document Approval Solutions and Practice Management EMR / EHR systems for specialized providers. Image Solutions is committed to the highest levels of customer satisfaction and loyalty.

The Sales Coordinator performs a wide variety of job duties associated with support of the Sales, Administration and Operations Departments. Responsibilities include preparation of sales and lease documents, management of online supply orders, reporting associated with monthly sales volumes, updates to electronic product records, assisting the sales team in gathering information and preparing for account reviews and various other duties as assigned. The Sales Coordinator will act as the link between the Sales, Operations, Service and Finance Departments in order to transfer required information and manage resources requested by each of the departments within the company. Main job responsibilities also include administration of the company’s document management system.

Successful candidate will be professional, highly organized, self-motivated and have the ability to manage their time in order to complete assigned tasks and projects. This position requires efficient and effective communication with other employees, vendors and customers; therefore excellent teamwork and communication skills are required for consideration of any applicant.

Requirements: High School Diploma or equivalent required; Associates Degree required, Bachelor’s Degree preferred; Two or more years of administrative or clerical experience preferred; Strong Computer Skills; Proficiency with Microsoft Products including Excel, Word and Outlook; Excellent customer service skills including written and oral communication; Attention to detail; Work Management and Prioritizing Skills; Problem Solving Skills; Highly Organized; Willingness and Ability to learn new skills and tasks assigned.

If interested, email your resume to Rachel Adams at radams@is-contact.com.

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