Announcements

**Business Research Support at Biltmore Park. Details...**
**What:** Business Research Drop-in Workshop  
**When:** April 10, 4-5:50pm  
**Where:** BP 343  
**Who:** Betsy Clementson, Business Research Librarian  
**Bring:** Yourself & your laptop or tablet, plus any research assignments you’re working on  
Bring your research questions and get on-the-spot assistance; or, drop by for an overview of business resources—how to get to them, how to use them, and how to choose the right one for your project. This is truly drop-in style—come by anytime between 4 and 6pm on these days.

Is there something that Betsy should definitely cover in these workshops? Let her know at clement@wcu.edu.

**Graduate School Alumni Social** (current students are also welcome to come mix with alumni)  
**Thursday, April 11, 5:30-7pm at Biltmore Park**  
Come learn about the new Alumni Advisory Board for the Graduate School at WCU. The Board’s main purpose will be the mutual exchange of information and ideas: we would like to keep you regularly updated on the ongoing initiatives, developments, and events of the Graduate School, and we would like to hear from you about your activities and how you think the Graduate School can best serve our students, present and past. The time commitment is minimal, and we anticipate an annual meeting. Please join us at this event whether or not you think you would like to serve on the Board—no pressure!

**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.

**End of Semester Social.** Friday, May 10 @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 10 – MBA Information Session, spring 2014 Cherokee Cohort. Harrah’s Cherokee hotel conference center, Ash room, 6-7pm.


Sat, Apr 13 – College of Business Scholarships and Awards Ceremony. Forsyth Auditorium. 1-4pm.

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.

Fri, May 10 – GBSA End of Semester Social. Asheville Brewing Company (Downtown location). 4:30pm.

**Opportunities**

**Networking – Young Professionals of Asheville April Social.** Join us for drinks and socializing at our April Social at The Bywater! Membership is only $5 if you’re interested (trust me you won’t be sorry you joined) or you can sign in as a guest of another member! Parking is available in the gravel lot. In order to best accommodate our members, please RSVP for April’s social on Facebook. Thursday, April 11, 5:30-7:30pm, The Bywater (796 Riverside Drive).

**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.

**JOB! Administrative Support Specialist, WCU Programs at Biltmore Park.** This position will assist the Director of WCU Programs at Biltmore Park with coordinating all activities and support services associated with carrying out and maintaining the University’s mission at an off-campus facility. This position will manage communication to prospective, new, continuing, and returning students, with questions related to enrollment and support services, general updates, changes in university policy/procedures, etc. This position will provide Biltmore Park faculty support services, facilitate motor pool assignments, assist in the planning of logistical support related to scheduling offices, classrooms, labs, and IT equipment. The position will facilitate office purchasing, assist in the maintenance of the office budget, and supervise the evening Administrative Support Associate and graduate assistants. This position will will assist with updates to the website and Facebook pages. This position requires excellent communication skills, both oral and written; a considerable knowledge of office techniques and equipment; a considerable knowledge of effective supervisory practices with an ability to plan and supervise the work of others; excellent problem-solving and decision making skills; an ability to analyze, interpret, recommend, and implement policy and procedural guidelines; good organizational skills; a genuine fondness of people, and excellent customer service skills. Experience in an academic setting and a bachelor’s degree or higher preferred. Hiring range $30-35,000.

**Connect Online!**
- **Facebook:** Western Carolina University MBA Program
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