UVM HESA ASSISTANT TO THE COORDINATOR – ADMISSIONS

Supervisor: Dr. Deborah Hunter
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Practicum Supervisor Title: HESA Coordinator and Department Chair
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In collaboration with the HESA Program Coordinator and Secretary,

- Participate in the administration of the admissions and recruitment process for HESA.
- Compile specific sections of the Academic Overview Booklet (e.g., faculty and student bios, title page, welcome letters, contacts and resources, etc.).
- Arrange logistical elements of the Academic Overview (e.g., student panel, administrator panel, refreshments, dinner).
- Work with the Graduate Assistantship Coordinator (Ms. Patience Whitworth) and the DOS practica student to coordinate the interview weekend schedule, individual candidate schedules, gift bags, and other details.
- Communicate with prospective HESA students about the admission process, as needed.
- Match prospective HESA students with current HESA student hosts to improve recruitment efforts.
- Coordinate the information sent to HESA students for the Spring visitation weekends.
- Work with the HESA Program Secretary and the Graduate College Admissions staff to effect the timely review of admissions folders.
- Keep close communication with the HESA coordinator and program secretary throughout the process.
- Collaborate closely with all faculty and staff involved in the HESA recruitment process.
- Undertake the initial planning for Fall Orientation.
- Coordinate the Jackie Gribbons Practica Supervision Award (awarded at the spring Town Meeting) and Salva Dignitate processes (award at the national conferences).
- Assist the HESA staff and faculty with projects and programs when necessary.

Expectations

- Take a collaborative approach to your work as a practica student in the HESA program.
- Attend weekly meetings with practica supervisor.
- Attend periodic meetings of the Admissions Team (i.e., Graduate Assistantship
• Coordinator, HESA Program Coordinator, HESA Program Secretary, and HESA Practica student).
• Take responsibility to structure weekly supervisory meetings in such a way that you obtain the information and skills you desire from this practica experience.
• Maintain contact with Ms. Margie DunkiJacobs, HESA program secretary, about issues for which she needs information.
• Maintain confidentiality about all admissions material, student communications, and faculty decisions.