UVM GROSSMAN SCHOOL OF BUSINESS, STUDENT SERVICES

Supervisor: Ms. Samantha Williams
Office: Student Services
Practicum Supervisor Title: Enrollment Management Professional
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The Grossman School of Business Student Services office in concert with our faculty and other staff members provides holistic advising to undergraduate business majors and minors. We work with students from the preliminary recruitment stages through their academic progress and degree completion. The office sees a lot of student traffic and we do our best to support all students as they look to attain their educational & professional goals.

OBJECTIVES

- Learn about business school curriculum and professional development opportunities; advise students on course selection, major choice, minor choice, and curriculum planning through class presentations and individual advising meetings.
- Assist in coordination Sophomore Experience initiatives (including but not limited to: Sophomore Resource Fairs, Sophomore Transition Meetings and a Faculty Advisor hand-off event)
- Supporting international students with acclimation to campus (academic and socially)
- Finding ways to make academic and campus resources accessible to diverse populations
- Learn about admissions recruiting and yield processes; participate in admitted student visit days; attend campus wide meetings.
- Participate in FYE and retention initiatives which include First-Year Interest Groups (FIG), Residential Learning Communities (RLC), Peer Mentor Pilot Programs, Grossman Scholar events and other initiatives as charged by the Division of Enrollment Management (DEM).
- Assist with preparations for spring and summer events: Commencement, Trial & Dismissal, First-Year and Transfer Orientation, Melt & Retention Initiatives.
- Assist with data collection and assessment for decision-making processes. (Past examples include: benchmarking sophomore advising models, assessing International student needs, planning a peer advising program etc.)
- Attend occasional School and University meetings; interact with faculty & staff.

We would be delighted to have you as a member of the team. Please contact Samantha to arrange for a meeting time to discuss your interest and to learn more about the Grossman School of Business.