Tuesday:

8:30-1: Andrea will prep materials and clean out O Drive (Trudy – O Drive, MES Weekly, clean out files in Grad Lounge)

1pm – Go over plan for the day

1:30-2:30 – Ambassador Meeting

2:30-3:30 – Supervising Student Employees

* Hiring – remember budget notes
* Reminders on 16/31 from Joseph Piper about certifying timesheets
* If you’ll be away, reach out to Joseph or Tina in advance so they can certify for you
* Have regular check ins if you want – check with assistant
* Ambassadors – try to meet as a group twice a quarter, possibly more in fall

3:30-4:30 – Schedule Evergreen (has AA used?) and scheduling/promoting information sessions

5-6 – Information Session

Tips for Info Sessions

* Arrive 15-20 minutes early
* Set up basic outreach materials
* Ask everyone to sign in
* If possible, having the program assistant meet you at the room at 5:50 to take interested students to class, that can save a lot of stress!
* Common questions at Info Sessions are usually about prerequisites, a GPA lower than 3.0, appropriate people to write letters of recommendation, types of internships…

Wednesday:

8:30-9:30 – Introduction to Radius basic functions

* Student look up
* Inquiry forms and limitations
* List views – commonly used lists
* Email templates – where and why
* Campaigns – target lists, tracking campaigns
* Mongoose – target lists and tracking

9:30-10:30 – Meet with Amanda – Transition Plan

* Mescommunications email
* Communication with admits – last Friday
* Communication with prospectives? Needed? – have been informing everyone I meet with in person
* Out of office will direct prospective students to the MES Communications email and Kevin?
* Lists that Averi needs access to (all of mine?)

10:30-12 – Admissions Process

* Go over timeline document
* Find appropriate files on O Drive
* Decision meeting with Kevin and Shawn in Deans area

12-1 - Lunch and walk?

1ish-2 – Behind the scenes for admit process

* Emails to admits
* Print letters
* Denials and waitlists
* O Drive

2-5 – Systems

* Radius Campaigns – mark calendar for new campaigns into spring
* Mongoose use – out of office?
* Wordpress – what to use for; cloning old communications; etc.
* Review AdminWeb

Friday:

8:30-9:30 – Students to track

* Incoming
* Continuing/on leave
* Thesis extension students – strategies for not falling through the cracks
* Others…

9:30-11:30 – Financial Aid 101

* Financial Aid timeline and awarding process
* Go through awarding process with KF (10-11ish)
* Sending to financial aid
* Creating letters

11:30-12:30 – Last day potluck

12:30-1:30 – Finish financial aid letters, etc.

1:30-3:30 – working with students

* Advising questions
* Prospective student FAQs
* Where to go when you don’t know
* If you ever feel unsafe

3:30-5:00- Andrea needs to run around campus returning keys, parking pass, etc.