

MEMORANDUM OF AGREEMENT
Advisor, Business Administration

B.11 Advisor, Business Administration

This position reports to the Dean of Arts, through the Chair of Business Administration. The position may include duties as follows:

- a) Acting as primary point of contact for all academic advising related queries from admitted Business Administration students.
- b) Preparing an academic success plan for admitted students by advising them on academic programs, policies, and procedures within the department.
- c) Providing individual and group assistance to current and prospective students regarding degree options, requirements, and progress; use of advising resources; university policies and processes; course planning and registration; advising in relation to external business accreditation.
- d) Evaluating course transfers and equivalencies.
- e) Developing and maintaining resources for academic advising of new and returning students.
- f) Communicating with students through various means, including in-person, phone, online and email appointments.
- g) Maintaining appropriate files as per Brandon University policy.
- h) Supporting students in identifying and pursuing their academic goals.
- i) Perform such other duties as may be assigned by the Dean of Arts, through the Chair of Business Administration through consultation with the incumbent.



On behalf of BUFA

Name: Gautam Srivastava_____

Date: March 24, 2023_____



On behalf of BU

Name: Dr. Kofi Campbell, Provost & VP (Academic)

Date: March 27, 2023