

**MEMORANDUM OF AGREEMENT**  
**Advisor, Business Administration**

D.4 Arts

D.4.1 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.



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On behalf of BUFA

Name: Gautam Srivastava\_\_\_\_\_

Date: October 31, 2023\_\_\_\_\_



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On behalf of BU

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

Date: November 2, 2023\_\_\_\_\_