

**General Duties and Responsibilities for Lundquist College of Business**

**MBA**

**2020-22**

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## **1.0 GENERAL INFORMATION**

### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation (GTFF). This GDRS details the specific relationship between GEs and this GE hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

The individual(s) who shall oversee the implementation of this GDRS are:

Jared Barlow, Executive Director of Business Admissions

Collette Niland, Associate Dean, Student Experience

DATE OF THIS GDRS REVISION: 6/4/2020

## **2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS**

The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs.

This GE employing unit makes an effort to distribute GE opportunities to as many students as possible, and encourages financial opportunities through such other means as scholarships, work study, and grants.

### **ACADEMIC YEAR APPOINTMENTS**

The availability of GE appointments for the upcoming academic year is usually determined March - June. In recent years, GE assignments during the academic year in this GE employing unit have included only Administrative GEs.

### **SUMMER TERM APPOINTMENTS**

The availability of GE appointments for the upcoming summer term is usually determined April -June. In recent years, GE assignments during the summer in this GE employing unit have included only Administrative GEs.

## **3.0 ELIGIBILITY REQUIREMENTS**

All students enrolled in the Master of Business Administration (MBA) Program who have completed their core-year of instruction in the program or who are admitted accelerated students in the MBA Program at time of appointment are eligible for a GE appointment in this GE employing unit.

Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program's own students.

Experience or credentials required in order to be considered include the following:

- Must be a second-year MBA or an accelerated MBA student enrolled and in good academic standing at time of appointment.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment.

#### **4.0 APPLICATION PROCESS**

##### **ACADEMIC YEAR AND SUMMER APPOINTMENTS**

Notification about the availability of positions for the upcoming summer and academic year will be shared with incoming and continuing graduate students electronically, by sending to the MBA student listserv, which goes to each MBA student's uoregon.edu email address.

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

Occasionally, emergency positions, or positions outside of the normal appointment cycle will need to be filled. The positions will also be sent to the MBA student listserv, which goes to each MBA student's uoregon.edu email address.

#### **5.0 APPOINTMENT AND REAPPOINTMENT**

In accordance with the CBA, this GE employing unit's standing committee of at least three members includes: Associate Dean, Student Experience; Executive Director of Business Admissions, MBA; Director of Career Services; and the Director of Strategic Communications.

Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term in order to determine whether they are adequately qualified for a GE position.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in (i.e., be reappointed to) the particular GE position without any new announcement of the position.

Appointments and reappointments will be based on evaluation of each candidate's

qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit and (C) specific criteria relating to the particular GE work assignment.

**(A) General criteria include (in no particular order):**

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- Previous experience. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.

**(B) Assignment Type-Related Criteria**

- See job posting for specific details.

**(C) All criteria specific to a particular GE work assignment are specified in position announcements (see Section 2 above for how to access these position announcements).**

See the position announcements for details, but these may include the ability to demonstrate skills in the following:

- Marketing
- Computer Proficiency
- Tracking and Database management
- Event Coordination
- Communication with Diverse Populations
- Leadership Ability
- Research
- External Communications

Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in this employing unit are evaluated at the end of the academic year for GEs appointed fall, winter and spring.

Evaluations are performed by GE Supervisors. The criteria used for evaluation include the following:

- Knowledge
- Planning/Organizing/Timeliness
- Analysis
- Creativity/Initiative
- Quality
- Professionalism
- Dependability
- Interpersonal Skills/Communications
- Versatility
- Continuous Improvement
- Other

## **6.0 WORKLOAD**

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Canvas, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GE employing unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:

- .30 FTE (Up to 131 hours per term or up to 393 hours per academic year)
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)

## **7.0 WORK ASSIGNMENTS**

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

NOTE: Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment. In this GE employing unit, duties for the following types of GE work assignments are as follows:

### **DUTIES BY WORK ASSIGNMENT Administrative GE:**

#### **Marketing Coordinator GE**

- Answer student inquiries by email/phone/in-person within 24 hours

- Assisting with marketing and external communication strategies that will aid in recruiting
- Oversee Facebook, Twitter and other social media presences for the Oregon MBA program, including developing content and managing ad campaigns and ad budgets.
- Strategize, guide strategy, and coordinate social media for the four centers in collaboration with center GEs.
- Provide direction and training to undergraduate student teams helping execute social media strategies and tactics developed in collaboration with center GEs.
- Write frequent posts (Monthly or as big events occur) for blogs.uoregon.edu/uobusiness and recruit other MBA students to contribute.
- Constantly communicate with other students, center directors, and graduate programs staff to ensure that you're aware of all current and upcoming events and programs and other items that could be of interest to current and prospective students.
- Coordinate with Graduate Programs Office on MBA program marketing efforts.
- Capture, edit, and produce photos (and possibly videos) for distribution via the Oregon MBA blog, Facebook, Twitter, or other communication channels.
- Additional content creation, attendance at events, research and analysis, print and web production, and other projects as needed.
- Actively participate in in-person and virtual recruiting fairs to generate applicant leads and promote the OMBA brand, as needed (includes events such as the MBA Tour Shanghai, Forte Virtual Forums, and other networking and recruiting events etc.)
- Update and maintain the Admitted Student Facebook Group and blog via content creation, in partnership with Academic Advisor, and monitoring/responding to admitted student questions
- Participate as panelist or host for various webinars
- Strategizing new events and webinars to enhance recruitment or retention effort
- Compose website content for the LCB Communications Office profiling MBA alumni
- Be a strong representation/ambassador of the UO MBA brand at all times
- Actively participate in MBA Visit Days as a prospective student host
- Constantly pursue avenues for MBA program and recruiting effort improvement
- Additional content creation, attendance at events, research and analysis, print and web production, and other projects as needed

### **Recruiting Assistant GE**

- Answer student inquiries by email/phone/in-person within 24 hours
- Assist with data management in the office CRM software, Radius
- Assisting with marketing and external communication strategies that will aid in recruiting
- Actively participate in MBA Visit Days and interview days as a prospective student ambassador
- Actively participate in in-person and virtual recruiting fairs to generate applicant leads and promote the OMBA brand, as needed (includes events such as the MBA Tour Shanghai, Forte Virtual Forums, and other networking and recruiting events etc.)
- Update and maintain the Admitted Student Facebook Group and blog via content creation, in partnership with Academic Advisor, and monitoring/responding to admitted student questions
- Participate as panelist or host for various webinars
- Strategizing new events and webinars to enhance recruitment or retention effort
- Compose website content for the Lundquist College of Business Communications Office profiling MBA alumni

- Be a strong representation/ambassador of the UO MBA brand at all times
- Constantly pursue avenues for MBA program and recruiting effort improvement
- Schedule phone calls with interested prospective students
- Maintain a quick email response time during business hours throughout the year (breaks included)
- Additional projects as needed to support the MBA Admissions and Recruitment Team

#### **Center Liaison and Project Lead GE**

- Make regular appointments with each center program manager and director to discuss what support you may be able to provide
- Share best practices among centers for maintaining and improving alumni relations
- Maintain Center alumni databases through consistent updates and utilizing resources (often LinkedIn) to keep and maintain a current lists of alumni
- Organize and recruit ambassadors and guest speakers for any webinars the recruiting office plans throughout the school year
- Act as a secondary point of contact for both the Recruiting GE and Visit Day Coordinator GE, supporting their efforts through a variety of means
- Serve as the primary point of contact for any recruiting assistants hired by the office, including soliciting feedback, providing training, answering questions, and speaking with potential students seeking additional student contact
- Actively participate in MBA Visit Days as a prospective student host
- Participate as panelist or host for various webinars whenever possible
- Be a strong representation/ambassador of the UO MBA brand at all times
- Compose website content for the LCB Communications Office profiling MBA alumni
- Schedule phone calls with interested prospective students
- Maintain a quick email response time during business hours throughout the year (breaks included)
- Additional projects as needed to support the MBA Admissions and Recruitment Team

#### **Visit Date Coordinator and Interview Scheduler GE**

- Coordinate with Graduate Recruiter & Director of Admissions to plan dates for Visit & Interview Days throughout the year (coordinating interviews with centers, recruiters and current students)
- Maintain an organized Excel document ('Current Student Visit List' in the Shared Drive) to track attendees and their information for both Visit & Interview Days, as well as individual visits
- Coordinate individual schedules for each visitor to campus. This includes (but is not limited to) coordinating with hotels for visitor accommodation, coordinating with professors for class visits, and recruiting student hosts for the prospective students
- Provide a formal schedule for each visitor at least 1 week prior to visit date. Also notify the Admissions Team of upcoming visitors and send copies of the itinerary
- Maintain constant communication with visitors, be available for questions surrounding logistics, travel, and late changes
- Be available (as much as possible) on Visit and Interview days

- Negotiating and coordinate lodging and food accommodations
- Compiling interview folders (including keeping stock of pamphlets, brochures and office supplies that are needed)
- Managing ambassadors (scheduling for interviews, lunches, matching and email communications)
- Schedule in-person interviews (see above) and Skype interviews in a timely manner using Outlook and Radius
- Responsible for identifying the applicant's Center, and scheduling interviews accordingly
- Must coordinate with Graduate Recruiter, Program Directors, and interviewee (and their time zone) to understand preferences and find mutually convenient times
- Schedule phone calls with interested prospective students
- Maintain a quick email response time during business hours throughout the year (breaks included)
- Additional projects as needed to support other GEs and the MBA Admissions and Recruitment Team

### **Mohr Career Services GE**

- Support career education, employer engagement/events, and marketing to students
- GEs will partner with a fulltime staff member, Lead Career Ambassadors (undergraduate student workers) and the Career Ambassador teams to advance Career Services strategic goals
- Each GE will staff regular weekly office hours focused on résumé and cover letter development, LinkedIn usage, relationship building (networking), interview skill-building and other related career development needs for all Lundquist students
- Each GE may be asked to complete additional projects as office needs and GE talents coincide. They may also be called upon to reprioritize work as changing circumstances necessitate. This may include sick leave substitution for fellow GEs
- Additional projects as needed to support the Mohr Career Services Team

## **8.0 HEALTH AND SAFETY INFORMATION**

### **Accident Reporting and Workers' Compensation:**

The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 541-345-8316.

All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Workplace Injury Report with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <https://safety.uoregon.edu/injury-reporting-and-workers-compensation>.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact Safety and Risk Services immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

**Safety Information:**

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/safety-advisory-committee>.

**Reporting Safety Hazards:**

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Connie Brady, Associate Dean for Administration, 541-346-3496 | [cbrady@uoregon.edu](mailto:cbrady@uoregon.edu).

Other resources on campus to report such information Safety and Risk Services, a Safety Advisory Committee representative or a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

**Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:**

Emergency procedures manual and MSDS (if applicable) are posted in communal graduate lounge space, 303 Peterson Hall. Evacuation plans are located in hallways throughout building complex. First aid supplies are available in building complex as indicated on posted building maps.

**9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE's progress toward the degree is assessed based on criteria established by the GE's graduate degree program, regardless of where the GE is employed.

**Graduate School Minimum GPA:** During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE's graduate degree program if the GE's academic performance during the appointment period falls below the Graduate School's 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary. This GE employing unit is an academic unit with a graduate degree program. The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found in the "Oregon MBA Guide". For each year they attend, students sign a document stating they have received said guide. This document lists all policies, procedures, requirements and criteria needed to stay in good academic standing and to advance towards degree completion.

**Criteria Used to Assess Satisfactory Progress:**

The criteria used to assess satisfactory progress toward a graduate degree in this unit are as follows:

**Coursework, Grades, Examinations:**

All coursework, grade requirements, and exam requirements meet or exceed the Graduate school's requirements (<https://gradschool.uoregon.edu/academics/completing-degree/masters-minimum-requirements>).

The Graduate School of the University of Oregon requires that all students in a master's degree program maintain a 3.0 GPA to remain enrolled and to qualify for graduation. Consistent with this policy, students falling below a 3.0 GPA in the OMBA Program are automatically placed on probation and their continued enrollment is subject to review. Advising is available to students placed on probation to assist in overcoming grade deficiencies and to prevent further problems.

A student who falls below a 3.0 GPA during the second year of the program has until the end of spring term to remove the grade deficiency. Students incurring a grade point deficiency during spring term of the second year will have one additional term to increase their GPA to a 3.0.

A student is subject to dismissal from the OMBA Program for any of the following reasons:

- failure to satisfy the requirements stated above;

- Accumulating additional grade deficiencies while on probation (i.e., earning below a 3.0 GPA in any term while on probation);
- Being placed on probation more than once.

## **10.0 DISCIPLINE AND DISCHARGE**

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement (<https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas/graduate-teaching-fellows-federation>). Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

## **11.0 DISCRIMINATION GRIEVANCE PROCEDURES**

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation (<https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas/graduate-teaching-fellows-federation>). For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, <https://investigations.uoregon.edu/how-report>.

## **12.0 WORK ENVIRONMENT**

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement (<https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas/graduate-teaching-fellows-federation>).

Information detailing this unit's GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) is located in each student's respective workspace suite.

### **Workspace:**

All workspace provisions are handled by the Lundquist College of Business Building Management Office, Frank Sharpy, [fsharpy@uoregon.edu](mailto:fsharpy@uoregon.edu).

### **Access to Telephones and Computers:**

All equipment necessary to carry out work assignments is provided in or in close proximity to GE workspace.

### **Access to Office Supplies, Photocopies and Printouts**

All equipment necessary to carry out work assignments is provided in or in close proximity to GE workspace.

## **13.0 ABSENCE NOTIFICATION PROCEDURE**

### **Sick leave:**

Outside of extraordinary circumstances, Lundquist does not use substitutes for sick leave in your position. If such circumstances arise and your supervisor asks you to substitute for another GE who is out sick, you will earn hourly compensation of 1.5 times your current rate unless the GDRS, your job description, or workload allocation sets aside hours for substituting.

Please notify your supervisor as soon as possible when you have foreseeable sick leave (surgery, etc.).

GE sick leave is tracked by the Lundquist Dean's Office.

**Notification:**

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify your supervisor as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. To the extent possible, provide the department with information about where you left off. If you are able, please attempt to reach your supervisor by both phone and email.

In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to your supervisor using this protocol. If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

**Make-up Work:**

Generally, for duties missed not related to a class meeting, please check in with your supervisor to determine when and how the missed work will be made up.

**Planned Absences:**

If you are planning an approved absence during any working days of the term, be sure to notify your supervisor how to reach you (if possible).

**More Info:**

More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-and-labor-relations/uo-bargaining-units-cbas/graduate-teaching-fellows-federation>.