

# Chelsea West Duncan

[west0486@gmail.com](mailto:west0486@gmail.com) | 770.328.3175

## **Work Experience**

### **University of West Georgia**

Advising Center

Academic Advisor II

June 2019-Present

- Supervise one Graduate Assistant
- Assigned about 250-340 advisees each fall and spring
- Assist students in academic planning, decision-making, goal-setting, and exploration of major and minor options that align with interests and career goals.
- Maintain student records and monitor academic progress and performance of advisees.
- Advise Focus Area Health Professions (potential nursing students) and Psychology students about academic policies, degree requirements, and course selection.
- Co-chair of Major Things event series
- Social Media coordinator for the Advising Center
- Plan, develop, and implement advising, outreach, and retention initiatives.
- Maintain student records and monitor academic progress and performance of advisees.
- Develop marketing materials for the department such as yard signs for registration, folders for orientation, and materials for Major Things events with the help of our communications and marketing department.
- Present informative advising and registration presentations to incoming students.
- Collaborate with academic affairs and serve as a liaison between academic departments and the Advising Center.
- Provide interventions for students at risk of failing to progress throughout their program and refer advisees to academic support services.
- Facilitate orientation advising and schedule creation sessions for incoming students.
- Served on the Academic Affairs Orientation Work Group
- Aspiring Leaders 2019 Cohort

### **University of West Georgia**

Advising Center

Academic Advisor I

May 2015-June 2019

- Assigned around 290-350 advisees each fall and spring
- Advise students about academic policies, degree requirements, and course selection.
- Assist students in academic planning, decision-making, goal-setting, and exploration of major and minor options that align with interests and career goals.
- Develop marketing materials for the Advising Center
- Present informative advising presentations to students.
- Provide interventions for students at risk for failing to progress throughout their program and refer advisees to academic support services.
- Plan student centered events and outreach, such as our Major Things event series
- Supervised one practicum student in the spring 2018 semester.

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## University of West Georgia

Registrar's Office

Departmental Associate – Graduation

April 2013-May 2015

- Reviewed student records in DegreeWorks and Banner student records to identify graduation candidates who were meeting requirements, as well as identifying those who are not meeting degree requirements.
- Applied petitions and correct records in DegreeWorks and Banner as well as adjusted degree audits for students with quarter hours.
- Social media coordinator for the department
- Consulted with students regarding their degree program and completion.  
Handled confidential documents and maintain compliance with FERPA
- Collaborated with many academic departments on campus regarding major/minor changes, program petitions as well as answered questions regarding degree audits.
- Responsible for reviewing final grades in Banner after commencement to ensure graduation candidates have completed all requirements.
- Generated email notifications to graduation applicants regarding their status, upcoming deadlines, etc
- Responsible for final edits of the commencement program for Registrar records and Archives.
- Supervised one student worker
- Chaired the 2014 and 2015 graduation fair.

## University of West Georgia

Office of Admissions

Records Coordinator - Intermediate

October 2011-April 2013

- Processed graduate and undergraduate admissions applications.
- Assisted the Associate Director with international applicants as needed.
- A point of contact for applicants coming in to the office to apply, check status of application, etc.
- Evaluated college transcripts and scores.
- Evaluated high school transcripts, calculated GPA and Freshman Index.
- Determined admissions eligibility and made final admissions decisions.
- Determined if judicial review was necessary as well as determined residency of applicants and sent necessary forms to acquire further information if needed.

## East Alabama Medical Center

HealthPlus Fitness Center

Payroll Manager and Membership Representative

December 2009-September 2011

- Managed payroll for HealthPlus employees
- Worked closely with HR in regards to all new hire interviews, paperwork, background checks, drug screens and their onboarding orientation
- Managed requisitions and purchasing for HealthPlus and collaborated with purchasing department at EAMC.
- Handled confidential documents and maintained compliance with HIPAA standards.
- Collaborated with Marketing Department at EAMC for various marketing projects for HealthPlus.
- Maintained organized files for invoices from vendors as well as files of our employees that contained sensitive information regarding complaints, write-ups, etc.

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## Education

### **Auburn University**

Bachelor of Science in Education

2009

## Affiliations & Accomplishments

- Academic Affairs Orientation Work Group Committee | 2020
- Aspiring Leaders 2019 Cohort | November 2019
- HIGHER Summit | February 2019
- NACADA conference | March 2018
- Nominated for Advisor of the Year | 2018
- GCPA's Essentials of Student Affairs Practices Institute | 2017
- Engage West Staff Edition | Oct 2015, March 2016, September 2016
- NACADA conference | September 2015
- GA Tech Learning Series: Giving & Receiving Feedback | February 2014
- Developing Your Leadership Potential, UWG Continuing Education | October 2014
- Organization & Time Management, Georgia State University | November 2014
- Women Empowering Women Conference | September 2014, 2015, 2016, 2017, 2018, 2019, 2021
- GACRAO Mid-year workshop | 2012, 2013, 2014
- UWG Safe Zone Training | Completed
- UWG Green Zone Training | Completed
  
- National Academic Advising Association Member
- President of the UWG Professional Association of Academic Advisors | 2020-Present
- Vice President of Communication for the UWG Professional Association of Academic Advisors | 2018-2020
- UWG Staff Advisory Council | 2012, 2015
- Co-Chair of Major Things event series
- Served on multiple hiring committees at UWG for First Year Programs, Enrollment Services Center, THS School of Nursing