Chelsea West Duncan

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