



600/700 Wilder Tower, Memphis, TN 38152 | memphis.edu/caas

Assistant Athletic Academic Counselor Staff Training/Orientation Schedule Summer 2019

Sarijana – Morgan – Lauren – Marcus

Tuesday, May 28, 2019

8:00-12:00	New Employee Orientation <i>Check your email for details from HR</i>	Administration Building 177B
1:00-2:00	Tour of CAAS <i>707 Wilder Tower</i>	Kristin
	Welcome to CAAS <i>Conference Room – 6th Floor</i>	Fernandez
	CAAS Welcome Packet/Paperwork/Payroll/Keys <i>Conference Room – 6th Floor</i>	Tiphany
2:00-2:30	Tour of Wilder Tower <i>Registrar; Bursars; DRS; University College; Quiet Room; Admissions; ACC; Counseling; CARES; Campus ID</i>	Jordan/Bridget
2:30-3:00	Introductions/Questions <i>Interns meet for introductions/questions/fun facts Conference Room – 6th Floor</i>	CAAS Staff
3:00-3:30	Settle into Work Area <i>Supplies/O: drive access/Parking/ID's</i>	

Wednesday, May 29, 2019

9:30-10:30	Review of IGA Manual/CAAS Overview <i>707 Wilder</i>	Kristin
------------	--	---------

10:30-11:30	AOB/Park Avenue Campus Tour	Lauren/Danny
11:30-1:00	Lunch <i>Leave at 11:15</i> <i>Young Avenue Deli - 2119 Young Ave.</i>	CAAS Staff
1:30-3:30	Academic Mentor Training <i>6th Floor Conference Room</i>	Jessica/Fernandez

Thursday, May 30, 2019

10:00-12:00	Academic Mentor Training <i>Conference Room – 6th Floor</i>	Jessica
12:00-1:00	Lunch <i>On your own</i>	
1:00-3:00	Academic Mentor Training <i>Conference Room – 6th Floor</i>	Jessica
3:00-4:00	MFB Specific Mentor Training <i>Conference Room – 6th Floor</i>	Jessica/Emily/Lauren

Friday, May 31, 2019

9:00-10:00	CAT Review Meeting <i>Schedules, Logistics, Orientation</i> <i>Conference Room – 6th Floor</i>	Emily/CAAS Staff
10:15-12:30	Mentor Assignments/Student-Athlete Profiles Individual Meetings – Rotate to Each Counselor	Lauren /Emily Danny/Kristin
12:30-1:30	Lunch <i>On your own</i>	
1:30-4:30	Scoresheets/Various Projects/Prepare for Summer 2019 <i>Check in with Jess</i> <i>Review manual/CAT schedule</i> <i>Ask full time staff for projects</i>	

Monday, June 3, 2019

Begin your summer schedule this week; Jess will provide your summer schedule.