

Profile of the
Class of 2025



CANISIUS
UNIVERSITY

Where **leaders** are made

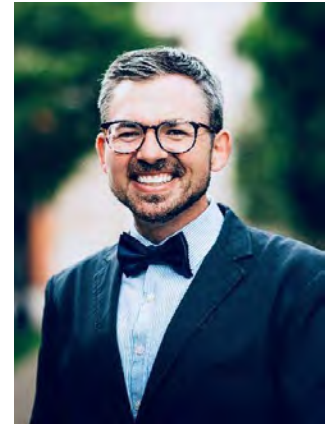
**MSEd, Higher Education
Leadership and Administration**

Greetings from the Program Director

Dear friends of Canisius,

I am excited to share with you the members of the Canisius Higher Education Leadership and Administration (HELA) Class of 2025!

The HELA master's program (formerly known as CSPA and HESAA) at Canisius University is a full-time cohort-based course of study that prepares graduates for careers in higher education administration at both private and public institutions. The program is grounded in a theory-to-practice philosophy based in Jesuit pedagogy, the CAS Standards, and the ACPA/NASPA competencies.



Founded in 1996, the course of study consists of 36 credit hours taken over two academic years. To achieve our mission, the HELA program combines the in-class education of graduate coursework, with the experiential learning of two required 225-hour internships. Additionally, throughout their time in the program, students have been graduate assistants at Canisius and other institutions across Western New York.

Our HELA students have the unique opportunity to attend professional conferences as part of their program curriculum. These experiences attending regional and national higher education conferences enhance the student's understanding of the importance of life-long professional development and the value of relationships within the higher education and student affairs network. The HELA students have progressed through the academic program together, taking all their coursework as a cohesive group, thus developing strong team building skills and effective leadership skills. To learn more information about our HELA program, please visit canisius.edu/hela.

As you look forward to the 2025 – 2026 academic year, I ask that you consider our soon-to-be graduates to be part of your respective team!

With gratitude,

A handwritten signature in black ink that reads "Mark R. Harrington". The signature is written in a cursive, flowing style.

Dr. Mark R. Harrington

Assistant Professor, Department of Education and Leadership

Graduate Program Director, Higher Education Leadership and Administration

Table of Contents

Listed under each member of the Canisius University Higher Education Leadership and Administration Class of 2025, are the functional areas they are most interested in pursuing upon graduation, organized using the CAS Standards. Additionally, at the end of the booklet there is an index of individuals by functional area interest.



Ernest Adom

He/Him/His

Assessment Services; Career Services; Housing and Residential Life Programs; Multicultural Student Programs and Services; Undergraduate Research Programs; Women's and Gender Programs and Services



Lovelace Amos

She/Her/hers

Academic Advising Programs; Career Services; Civic Engagement and Service-Learning Programs; Housing and Residential Life Programs; International Student Programs and Services; Multicultural Student Programs and Services; TRIO and College Access Programs



Enock Atta-Sah Nimfour

He/Him/His

Academic Advising Programs; Career Services; Disability Resources and Services; Housing and Residential Life Programs; International Student Programs and Services; Multicultural Student Programs and Services; Testing Programs and Services



Kelvin Baah

He/Him/His

Academic Advising Programs; Auxiliary Services; Case Management Services; Disability Resources and Services; Housing and Residential Life Programs; Multicultural Student Programs and Services; Student Conduct Programs



Tiare Baird

She/Her/Hers

Advancing Health and Well-Being; Athletics; Civic Engagement and Service-Learning Programs; First-Year Experience; Housing and Residential Life Programs; International Student Programs and Services; New Student Orientation Programs; Sustainability Programs; Women's and Gender Programs and Services



Makayla Cole

She/Her/Hers

Academic Advising Programs; Advancing Health and Well-Being; Career Services; Counseling Services; New Student Orientation Programs; Undergraduate Admissions Programs and Services



Shawn Johnson

He/Him/His

Academic Advising Programs; Campus Activities; College Unions: Programs, Services, & Community Center; Conference and Event Programs; Housing and Residential Life Programs; TRIO and College Access Programs; Undergraduate Admissions Programs and Services



Samuel Nortey

He/Him/His

Academic Advising Programs; Career Services; Education Abroad Programs and Services; Graduate and Professional Student Programs and Services; Housing and Residential Life Programs; International Student Programs and Services; New Student Orientation Programs



Dorcus Nzayisenga

She/Her/Hers

Academic Advising Programs; Basic Needs Programs and Services; Campus Activities Programs; Career Services; Housing and Residential Life Programs; International Student Programs and Services; Multicultural Student Programs and Services



Grace Osei

She/Her/Hers

Academic Advising Programs; Career Services; First-Year Experience; Housing and Residential Life Programs; Multicultural Student Programs and Services



Phillip Reutter

He/Him/His

Athletics; Campus Activities Program; First-Year Experience; Graduate and Professional Student Programs and Services; Housing and Residential Life Programs; Identifying and Responding to Behavioral Concerns; Leadership Education and Development



Giovanni Russo

He/Him/His

Academic Advising Programs; Campus Activities Programs; Conference and Event Programs; First-Year Experience; Leadership Education and Development; New Student Orientation Programs; Parent and Family Programs



Matthew Tirado

He/Him/His

Academic Advising Programs; Basic Needs Programs and Services; Counseling Services; Disability Resources and Services; Esports Programs; First-Year Experience; Transfer Student Programs and Services



Kaycee Viator

She/Her/Hers

Assessment Services; Campus Activities Programs; Civic Engagement and Service-Learning Programs; Leadership Education and Development; New Student Orientation Programs; Parent and Family Programs; TRIO and College Access Programs



Katara Willis

She/Her/Hers

Academic Advising Programs; College Honor Society Programs; First-Year Experience; Identifying and Responding to Behavioral Concerns; New Student Orientation Programs; Student Media Programs; TRIO and College Access Programs

ERNEST ADOM

Buffalo, New York | (716) 279-7357 | adomerst22@gmail.com | <https://www.linkedin.com/ernest-adom>

EDUCATION

Canisius University, Buffalo, New York

Master of Science in Education in Higher Education Leadership and Administration

Expected May 2025

Thesis: Navigating New Spaces: The Role of Engagement Programs in Social Integration of International Students

University of Cape Coast, Cape Coast, Ghana

Bachelor of Education in Ghanaian Language & Religion and Human Values

October 2021

Thesis: Investigating the Utilization and Effectiveness of Instructional Aids in the Teaching of Ghanaian Language(s) in Senior High Schools: A Case Study in the Mfantseman Municipality

HIGHER EDUCATION EXPERIENCE

Canisius University, Buffalo, New York

Graduate Intern, ALANA Student Center

August 2024 – Present

- Plan and execute workshops focused on topics related to identity, cultural competence, and social justice
- Engage with students through social media platforms acknowledging local and national issues
- Design flyers using Canva to market events to students on social media platforms
- Assist in supervising Federal Work Study students in the office
- Develop quizzes and trivia games for cultural celebrations

Graduate Assistant, Career Development Office

August 2023 – Present

- Offer career support to students by reviewing resumes and cover letters
- Collaborate in the planning of career-related events such as employer visits and career fairs on campus
- Develop engaging and informative PowerPoint presentations for career information sessions and presentations
- Create targeted emails to promote jobs and upcoming career events to students using Handshake
- Design engaging flyers and videos using Canva for marketing career events
- Train and supervise six work-study students to ensure smooth operations in the office
- Collected and analyzed survey data to assess the effectiveness of the Griff Career Fair

Berklee College of Music & Boston Conservatory, Boston, Massachusetts

Summer Programs Resident Director

June 2024 – August 2024

- Collaborated with the team to design and implement a weeklong training program for Resident Assistants
- Trained and supervised five Resident Assistants, engaging them in one-on-one meetings
- Prepared buildings for summer program participant arrivals and coordinated move-in and move-out procedures
- Served as a primary on-call staff member responding to emergencies and assisting with curfew checks
- Responded to disciplinary issues and other participant concerns
- Conducted housing meetings educating students about campus policies and resources

TEACHING AND MENTORING EXPERIENCE

Canisius University, Buffalo, New York

Teaching Assistant

January 2024 - Present

- Help supervise classroom discussions to ensure all students actively participate and demonstrate understanding
- Take attendance to track student participation and engagement
- Assist in the evaluation and grading of student assignment and projects

Academic Mentor

September 2023 – Present

- Provide personalized guidance to nine undergraduate students by setting specific and measurable academic goals
- Meet bi-weekly with mentees to discuss and assess their goal progress
- Refer students to valuable support services and resources to enhance their career, academic, and personal growth
- Implement effective strategies to aid students in developing strong organizational skills
- Support mentees during crises through regular check-ins, referrals, and meetings

Bottom Line, New York, New York

This organization helps low-income and first-generation students get to and through college

Mentor

August 2024 – Present

- Provide tailored advice to students on resume building, interview preparation, and networking strategies
- Maintain consistent communication with students, sharing relevant resources to support their growth
- Help students navigate challenges related to academics while providing a safe space for them to share their concerns

Adventist Senior High School, Kumasi, Ghana

Instructor

October 2021 – March 2023

- Developed and implemented lesson plans tailored to meet specific learning objectives for 150 high school students, ensuring an engaging educational experience
- Documented and analyzed students' test scores using Microsoft Excel to monitor their academic performance
- Provided individualized support including one-on-one tutoring sessions for students
- Created a positive classroom environment that promoted inclusivity and encouraged academic growth through group assignments and classroom discussions
- Supported the admissions office in assigning first-year students to their programs of study

VOLUNTEER AND COMMUNITY SERVICE

Canisius University, Buffalo, New York

Orientation Volunteer

Fall 2023

- Collaborated in the setup of seating arrangements for incoming students and their parents
- Ensured a clean and welcoming environment for orientation participants and their families

University of Cape Coast, Department of Religion and Human Values, Cape Coast, Ghana

Course Representative

Fall 2018 and Fall 2020

- Served as the primary point of contact between students and faculty, communicating students' feedback and concerns to improve the course experience
- Organized and led meetings with classmates to gather input on course issues and relay updates from faculty
- Collaborated in the organization of a field trip to the Hindu monastery at Cape Coast for the "Comparative Study of Religion" class

Floor Orientation Leader

Fall 2019

- Led 60 students on a campus tour to familiarize them with available facilities and resources on campus
- Contributed to the planning and coordinating of social events, including Freshmen Night
- Served as a point of contact to help new students and addressed their concerns

PROFESSIONAL AFFILIATIONS AND MEMBERSHIP

American Association of Blacks in Higher Education (AABHE)

2024 – Present

American College Student Personnel Association (ACPA)

2024 – Present

American Educational Research Association (AERA)

2024 – Present

Association of College and University Housing Officers – International (ACUHO-I)

2023 – Present

College Student Personnel Association of New York (CSPA-NYS)

2023 – 2024

- 2023 Annual Conference Attendee: Saratoga Springs, NY

National Association of Student Affairs Administrators (NASPA)

2024 – Present

- 2025 National Conference Attendee: New Orleans, LA

Western New York Association of College Career Centers (WNYACCC)

2023 – Present

SKILLS

Management Skills:

Leadership, Supervision, Critical thinking, Problem-solving, Adaptability, Teamwork, Communication, Program planning, Time management, Creativity

Technical Skills:

Maxient, Colleague, Handshake, Qualtrics, Survey Monkey, ATLAS, NVivo, SPSS, Microsoft Office Suite, Google Suite

Lovelace Amos

Buffalo, NY 14208 | (716) 994-4517 | amoslovelace5@gmail.com | [linkedin.com/in/lovelace-amos](https://www.linkedin.com/in/lovelace-amos)

Education

Canisius University, Buffalo, New York

M.S.Ed. Higher Education Leadership and Administration

Expected May 2025

- Master's Thesis: Exploring the Influence of the Multicultural Student Center on the Sense of Belonging of First-Generation Black Students

University of Cape Coast, Cape Coast, Ghana

B.Ed. Management

October 2021

- Minor: Economics
- Project Work: Teachers' perceptions of Professional Learning Community practices in the Senior High Schools in Mfantseman District, Ghana
- Mastercard Foundation at CAMFED Tertiary Scholarship

2017 - 2021

Higher Education Experience

Canisius University, Buffalo, New York

Graduate Intern, ALANA Multicultural Student Center

September 2024 - Present

- Serve as a resource on campus for all students, assisting with personal, social, and academic concerns
- Plan and execute workshops focused on topics related to identity, cultural competence, social justice, or other aspects of diversity and inclusion and create cultural quizzes for Cultural Heritage Months.
- Engage with students through social media platforms, acknowledging local and national issues of diversity, equity, and social justice and update the ALANA Student Center's website
- Assist in gathering data and supporting documents for the ALANA Student Center's operational plan for the Racial Equity Strategic Plan
- Assist the Office of Diversity & Inclusion with initiatives such as programming, data gathering, and analysis

Academic Mentor, The Center for Student Success

September 2023 - Present

- Contribute toward the institutional mission of first-year and transfer students' retention and success through mentoring three first-year students and one transfer student
- Introduce students to on-campus resources such as library services, tutoring, career development, and accessibility services, among others
- Guide at-risk students in developing good study patterns, time, and stress management

Graduate Assistant, Academic Achievement, The Center for Student Success

August 2023 - Present

- Assist undergraduate students with course registrations and couple as a mentor on academic excellence
- Assist professional staff by scheduling appointments for students and connecting them to resources
- Co-supervise student assistants in the office to support effective operations
- Developed and piloted a post-appointment satisfaction survey using Emoji to express levels of student satisfaction/dissatisfaction with services of the department
- Developed a staff resource that consists of all documents used in the office for easy operations

Berklee College of Music & Boston Conservatory at Berklee, Boston, Massachusetts

Summer Programs Assistant Resident Director

June 2024 - August 2024

- Designed and implemented a weeklong training program for the Resident Assistants under the guidance of the full-time Summer Programs Staff
- Provided supervision to the Summer Resident Assistant team, which included one-on-one meetings, running weekly staff meetings, and creating leadership opportunities for the team
- Prepared buildings for summer program participant arrivals and coordinated move-in and move-out procedures and logistics
- Served as a primary on-call staff member, responding to emergencies, assisting with evening curfew checks, and addressing other issues as they arose
- Responded to disciplinary issues and other participant concerns through conduct meetings and one-on-one meetings with participants

University of Cape Coast, Cape Coast, Ghana

Teaching and Research Assistant

2021 - 2022

Department of Business and Social Sciences Education

- Collaborated in the administering and grading of assignments and quizzes for undergraduate students
- Assisted supervisor in supervising 120 undergraduate students' coursework and presentations
- Helped in the preparation of PowerPoints and instructional materials for lectures
- Served as a mentor to undergraduate students on academic excellence through mentorship meetings
- Assisted in data collection exercises and analysis for the School Adoption Project

Vice President, Education Student Association of Ghana

2019 - 2021

- Collaborated with executives to advocate for students' academic needs
- Organized and coordinated educational programs like seminars, outreach, and workshops for students
- Created awareness of campus resources to increase engagement between students and campus resources

Volunteer Experience

Resource Council of WNY, Buffalo, New York

Spring Fair Volunteer

March 2024

- Welcomed families into the facility and engaged children through exciting recreational activities

Canisius University, Buffalo, New York

Career Fair Volunteer

March 2024

- Welcomed recruiters and students to the campus fair; helping students to navigate the fair
- Served as the registration desk assistant

New Griff Orientation Volunteer

August 2023

- Assisted with the arrangement of Social Hall for freshman orientation sessions
- Welcomed students and their families to various orientation sessions

CAMFED (Campaign for Female Education), Ghana

Transitions Facilitator and Chaperone

January 2017 - January 2022

- Facilitated sessions on pathways after high school: further education, enterprise, and employment
- Helped some high school graduates with their applications to college and vocational programs
- Mentored high school graduates and college freshmen, offering guidance on how to achieve academic excellence; facilitated sessions focused on stress management, building resilience and coping skills
- Implemented a system for ongoing support

Professional Memberships and Certifications

- College Student Personnel Association - New York State, Inc (CSPA - NYC)
- Ghana Professional Teaching License, Ghana
- National Association of Student Personnel Administrators (NASPA)

Leadership Development and Conference Attendance

- NASPA National Annual Conference 2025, New Orleans, Louisiana **March 2025**
- Ignatian Family Teach-In for Justice 2024, Washington DC **October 2024**
- Diversity, Inclusion and Belonging for Students, Buffalo, New York **November 2023**
- Sexual Assault Prevention for Graduate Students, Buffalo, New York **November 2023**
- College Student Personnel Association-NYS Conference 2023, Saratoga Springs, New York **October 2023**

Skills

Organization

- Effective Communication
- Supervision
- Team Leadership
- Time Management

Technical

- Colleague, Maxient and Slack
- Google Suite
- Microsoft Office Suite
- SPSS

Enock Atta-Sah Nimfour

Buffalo, New York || enock.9nimfour@gmail.com || 716-787-1610
www.linkedin.com/in/enock-atta-sah-nimfour

EDUCATION

Canisius University, Buffalo, New York, USA

Master of Science in Education, Higher Education Leadership and Administration

May 2025

- Thesis: Nimfour, E.A (2025). *Exploring the Role of Disability Support Services in Fostering a Sense of Belonging among College Students with Disabilities*. Advisor: Dr Patrick McDonald (Ongoing)

University of Cape Coast, Cape Coast, Ghana

Bachelor of Education, Social Sciences: Geography and Economics

October 2021

- Cumulative GPA: 3.80/4.00
 - Project: Nimfour, E.A. (2021). *Perceived Impacts of COVID-19 on the Teaching and Learning of Geography in the Cape Coast Metropolis*. Advisor: Professor Bethel Tawiah Ababio (Unpublished project)
 - Government of Ghana Merit-Based Local Tertiary Scholarship 2020- 2021
 - Dean's List, Faculty of Humanities and Social Sciences Education 2017-2021
 - Commonwealth of Learning Online Scholarship 2020-2021
-

HIGHER EDUCATION EXPERIENCE

Canisius University, Buffalo, New York, USA

Facilities and Operations Graduate Intern, Student Life and Housing

August 2024-Present

- Review and analyze data Room Condition Reports (RCR) for over 400 residents from 5 residential buildings
- Submit work orders for room repairs and facility maintenance
- Track room maintenance requests and provide timely feedback to residents
- Support overall operations of the Student Life and Housing Office
- Lead room inspections, ensuring compliance with safety, cleanliness, and maintenance standards.
- Collected institutional data on housing pricing and facilities at other institutions to conduct a marketing analysis that aided decision-making in the Student Life Office

Coordinator (Graduate Assistant), Student Accessibility Services

August 2023-Present

- Oversee the daily operation of the Testing Center, including scheduling, proctoring, and inputting all exams.
- Administer exams to students who receive accommodations due to a documented disability
- Manage the Testing Center database as well as the designated email account
- Monitor the note-taking accommodation, including finding, hiring, and training student note-takers
- Supervise and delegate tasks to student workers by creating their semester work schedules
- Support students with disabilities in utilizing assistive technologies to enhance their learning experience and promote academic success.

Academic Mentor

August 2023-Present

- Contribute toward the institutional mission of first-year retention and success by mentoring freshmen
- Introduce students to on-campus resources
- Support mentees with effective learning strategies, time management, and overall success in college
- Build supportive, inclusive relationships to foster academic and personal growth.
- Monitor mentee progress and provide tailored feedback and resources to overcome challenges.

Brown University, Providence, Rhode Island, USA

Housing Operation Coordinator, Brown Pre-College Programs

June 2024-August 2024

- Oversaw housing operations for 11 residential buildings, accommodating 2000 pre-college students and staff
- Supervised and managed eight seasonal staff members (Housing Assistants) to ensure operational success across
- Led professional development presentations and completed high-stakes projects promptly
- Managed the distribution of over 4000 Brown University pre-college students and staff identification cards

- Actively identified and corrected deficiencies in staff and students' housing assignments in StarRez
- Communicated effectively with residents about ongoing repairs and room-related issues
- Strategically managed early arrivals for Brown Pre-College residential participants
- Ensured the successful check-in and out-processing of 4,862 students

University of Cape Coast, Cape Coast, Ghana

Teaching and Research Assistant

October 2021-December 2022

- Prepared and taught lessons on Curriculum Studies, Research Methods, and Methods of Teaching Geography
- Mentored more than 300 undergraduate students on academic success
- Assisted in data collection exercises and analysis for the School Adoption Project
- Identified students with special needs and created individualized plans for support
- Supported faculty in grading assignments and exams, ensuring fair and timely evaluation
- Contributed to research initiatives by conducting literature reviews, data analysis, and report writing.

VOLUNTEER EXPERIENCE

Canisius University, Buffalo, New York, USA.

Housing Selection Committee Member

December 2024-March 2025

- Coordinate marketing timelines for the Housing Selection Committee for the 2025-2026 academic year
- Designed an engaging and visually appealing flyers to promote phases of the process, ensuring clear communication of key details
- Provided support in answering student inquiries regarding the housing selection process, ensuring clarity and timely responses

New Griff Orientation Volunteer

August 2023

- Assisted with arrangement of the Social Hall for freshmen orientation sessions
- Welcomed students and their families to the various orientation sessions

University of Cape Coast, Cape Coast, Ghana

Campus Orientation Team Member

January 2022-September 2022

- Led more than 60 freshmen on campus tours and introduced them to resources and facilities
- Participated in arrangement of the venue for orientation program
- Facilitated distribution of orientation materials to students

PROFESSIONAL INVOLVEMENT AND CERTIFICATIONS

American College Personnel Association (ACPA)

Association on Higher Education and Disability (AHEAD)

College Student Personnel Association (CSPA), New York State

- 2023 Regional Conference Attendee: Saratoga Springs, New York

Ghana Professional Teaching License

Ignatian Family Teach-In for Justice

- 2024 National Convention: Washington, DC

National Association of Student Personnel Administrators (NASPA)

- 2025 National Conference Attendee: New Orleans, Louisiana

RELEVANT SKILLS

Organizational: Effective communication, Time Management, Strategic Planning, Detail-Oriented, Problem-solving, Project Coordination, Supervision, Staff Accountability, and Student Conduct

Technical: SPSS, Microsoft Office Suite – PowerPoint, Excel, Word, Creative writing, Canva, StarRez, Salesforce, Planon, The Housing Director (THD), Glean, Texthelp, and Beginner in Ghanaian Sign Language

KELVIN BAAH

Buffalo, NY | kelvinbaah54@gmail.com | 716-232-0477

www.linkedin.com/in/kelvin-baah

EDUCATION

Canisius University, Buffalo, New York

Master of Science in Education, Higher Education Leadership and Administration (HELA)

Expected May 2025

Master's Thesis: *Digital Adaptation and Cultural Engagement: Examining International Student's Technological Experiences and Challenges*

University of Education, Winneba (UEW), Central Region, Ghana

Bachelor of Arts in Economics (major) with Geography (minor)

July 2020

HIGHER EDUCATION EXPERIENCE

Canisius University, Buffalo, New York

Graduate Assistant, Student Success Center, Student Accessibility Services

August 2023 - Present

- Oversee the operation of the Testing Center, including scheduling, proctoring, inputting, and delivering all exams taken in the center
- Administer exams to students who receive academic accommodations due to a documented disability, as well as make-up exams for University students, especially athletes.
- Oversee the Testing Center database as well as the designated Testing Center email account
- Coordinate special accommodations for students such as reading or scribing during exams
- Supervise and delegate student employee tasks by creating work schedules and coordinating and conducting training
- Maintain strict confidentiality and trustworthiness regarding student files and academic records

Academic Mentor, Student Success Center

August 2023 - Present

- Advise over eight assigned mentees on various academic challenges over an ongoing period
- Guide students to set academic goals and check in to facilitate their progress
- Coach students to develop important academic skills such as time management, study, and paper writing skills
- Provide emotional support to students on their academic and out-of-class experiences every week
- Educate and connect students to resources available to support their success

Volunteer, New Griff Orientation

August 2023

- Assisted in organizing orientation grounds for freshmen and their families

Volunteer, Student Life, and Housing

January 2024 - May 2024

- Assisted the department in assessing their new programs, the Residential Curriculum, and Living Learning Communities
- Assisted the department in the recruitment process for new Resident Assistants (RA) for the next academic year

Member, Bias Resource and Response Team (BRRT)

May 2024 - Present

- Meet with other members to respond and support individuals who have experienced or reported incidents of bias on campus

Buffalo State University, Buffalo, New York

Graduate Assistant, Student Conduct and Community Standard (SCCS)

August 2024 - Present

- Assist in the management and monitoring of the PAVE database, including case distribution, follow-ups, and maintaining student conduct files
- Support case management processes as a conduct officer, including case referrals, hearing resolutions, and conduct hearings, while serving as a resource for staff
- Contribute to the training, development, and regular assessment of student staff and conduct violations, ensuring the continuous improvement of student conduct processes

Barnard College, Columbia University, New York, New York

Summer LEAD, Access, and Auxiliary

May 2024 - August 2024

- Coordinated guest check-in/out processes, prepared welcome packets, and managed room key and ID distribution
- Liaised with campus departments (Residential Life, Dining, Facilities) to resolve access, dining, and maintenance issues
- Managed ID machine operations, including printing temporary IDs and updating logs for accurate record-keeping
- Monitored and updated access rosters, responded to lost/damaged key and ID issues, and documented shift activities

PROFESSIONAL AND TEACHING EXPERIENCE

Teacher, Akwamuman Senior High School, Ghana Education Service, Eastern Region, Ghana	July 2022 - July 2023
- Developed, planned, and implemented curriculum, lesson plans, and educational programs - Advised and tested students on foundational concepts of economics, ensuring a strong understanding of core principles - Instructed and monitored students, utilizing relevant technology to support differentiated instruction - Planned and executed educational activities and events, fostering student engagement and learning outcomes	
Project Assistant Intern, HapaSpace, Ashanti Region, Ghana	January 2022 - June 2022
- Managed communications and engagement with donor partners, client organizations, and participants, ensuring all parties were aligned with their responsibilities to improve project execution - Collaborated with the Project Manager and media team in planning and organizing events for clients - Managed office calendar and Zoom meeting schedules between HapaSpace and client organizations - Set up a virtual mentoring system and connected students with mentors through emails and Zoom meetings	
National Service, Teacher, Armed Forces Senior High School, Ashanti Region, Ghana	October 2020 - December 2021
- Taught economics, making subject interactive to meet current and future educational needs of students - Coached business program students to compete in <i>Senior High School Business and Economics Quiz</i> - Organized academic and career counseling programs for students	
Teaching Intern, Kumasi Senior High Technical School, Ashanti Region, Ghana	Summer 2018 and Fall 2019
- Assisted in teaching high school economics - Helped in grading term papers	

VOLUNTEER EXPERIENCE

Mentor/Graphic Designer, Foundation for Educational Equity and Development, Accra, Ghana	January 2022 - July 2023
- Passionately engaged children through storytelling, games, and book reading - Fostered ongoing relationships with children, providing comfort and non-judgemental support - Facilitated the organization's computer-based literacy training sessions - Created engaging fliers that triggered interactions on the organization's social media platforms	

RESEARCH EXPERIENCE

Field Research Officer, Ghana Statistical Service, Ashanti Region, Ghana	May 2021 – July 2021
- Collaborated in a team to gather relevant primary data for population census and logically organize information - Presented collated data to Statistical Service through The Census and Survey Processing System (CS Pro)	

RESEARCH PUBLICATION

Baah, K., Creps, R. (2024). *Access and Exclusivity: The Proposal of an Associate Degree Cassette Program at Canisius College*. Studying the History of Higher Education Journal (In review)

CONFERENCE PRESENTATIONS

Baah, K., Creps, R. (2024). *Access and Exclusivity: The Proposal of an Associate Degree Cassette Program at Canisius College*. Paper presented at the Organization of Educational Historians Conference (Virtual), September 2024.

Baah, K., Nortey, S. (2024). *From Application to Integration: Admission, Arrival and Social Integration of African International Students at PWIs*. Paper presented at the College Student Personnel Association, New York State annual conference, RIT, Rochester, NY, October 2024.

TECHNICAL COMPETENCIES

- Statistical Package for Social Science (SPSS), Qualtrics
- Interview and focus group facilitation
- Graphic and Interactive Design (Canva, Figma, Photoshop, Illustrator, InDesign)
- Google Workspace, Microsoft Office Suite

PROFESSIONAL AFFILIATIONS

- | | |
|--|----------------|
| National Association of Student Personnel Administrators (NASPA), Conference attendee (March 2025) | 2024 - Present |
| Organization of Educational Historians (OEH), Conference attendee (September 2024) | 2024 - Present |
| College Student Personnel Association, New York State (CSPA-NYS), Conference attendee (October 2023, 2024) | 2023 - Present |
| National Teaching Council, Ghana (Licenced Teacher) | 2021 - 2023 |

TIARE BAIRD

(678)850-1422 • tiarebaird@gmail.com • www.linkedin.com/in/tiarebaird

EDUCATION

Canisius University, Buffalo, New York

Master of Science in Education, Higher Education Leadership and Administration (HELA)

- Anticipated Graduation: May 2025

Emmanuel College, Boston, Massachusetts

Bachelor of Arts, Global Studies

- Minors: Political Science and Spanish
- Study Abroad at Universidad de Alicante | Full-Immersion Spanish Summer Program in Alicante, Spain

HIGHER EDUCATION EXPERIENCE

Canisius University, Buffalo, New York

Community Engagement Coordinator, Office of Mission and Ministry | August 2024 – Present

- Worked in the functional area of Campus Ministry focused on Student Community Engagement.
- Established new partnerships with community organizations and visited organizations with well established relationships with the University.
- Utilizing these relationships, I connected students with service opportunities throughout the city of Buffalo so they could grow beyond the campus.
 - Field Day with Student-Athletes followed by Trunk-or-Treat - October 2024
 - Held a Sports Gear Donation Drive - November 2024
 - Held a Toy Donation Drive - December 2024

Study Center Supervisor, Student Success Center | September 2024 – Present

- Provided more formal and informal to first year student-athletes.
- Assisted in navigating the transition to university academics, student life, and civic engagement as an adult.
- Assisted students who were voting and voting absentee for the first time in an election.

Graduate Intern, Office of Alumni Relations and Constituent Engagement | January 2025 – Present

- Assist with programs and initiatives that aim to engage and connect the university's Alumni.
- Assist the Alumni and Constituent Engagement team with the planning, marketing and execution of all alumni programs, services, and events, including Reunion, class affinity reunions, virtual events and webinars, regional and young alumni programming and award ceremonies.

RELEVANT WORK EXPERIENCE

Amazon Web Services (AWS) Seattle, Washington

Executive Briefing Center Concierge Team Lead | April 2022 – April 2023

- Coordinated logistics for executive briefings, ensuring a seamless guest experience through personalized services such as agenda planning, catering, and accommodations.
- Supervised team operations, including scheduling, training, and workflow optimization, resulting in improved service delivery.
- Provided tailored guidance to clients, developing resources and tools that improved accessibility and user satisfaction in the Executive Briefing Center.

Executive Briefing Center Customer Experience Coordinator | April 2020 – April 2022

- Collaborated with internal teams to plan and execute virtual and in-person briefings.
- Streamlined scheduling processes and managed speaker procurement to ensure high-impact engagement for visiting executives.
- Oversaw communication and logistics to support complex, high-demand service needs, enhancing satisfaction through meticulous attention to detail.

Four Seasons Hotels and Resorts (Various Locations throughout North America)

Hotel Leadership Roles within the Rooms Division | 2011 – 2020

- I managed teams ranging from 10 to 250 employees at properties with 244 to 383 hotel rooms; while maintaining the standards of Five Star and Five Diamond hotels.
- I was responsible for onboarding new employees, ongoing training and development of my team of employees, supervisors, and managers.
- Advanced through roles emphasizing personalized service, staff development, and operational excellence in highly dynamic environments, while maintaining Five Star and Five Diamonds standards.

UNDERGRADUATE EXPERIENCE

Emmanuel College, Boston, Massachusetts

- Resident Assistant in First Year Residence Hall
Provided mentorship and support to a diverse student population in residence halls. Organized events fostering community and inclusivity while maintaining compliance with institutional policies.
- Admissions Ambassador and Tour Guide
Delivered campus tours and personalized interactions with prospective students and families. Assisted with admissions events, including Accepted Student Visit Days, Open House Information Sessions, promoting Emmanuel's programs and student life.
- Alternative Spring Break Leader
Facilitated immersive service-learning experiences in Phoenix, AZ, and Guayaquil, Ecuador, exemplifying a commitment to community engagement and Catholic values.
- Social Awareness Club, Public Relations Chair
Organized events to promote awareness of global issues, fostering dialogue among students, faculty, and community leaders.

United States Department of State, Bureau of Diplomatic Security, Boston Field Office

- I was selected for a prestigious internship with the United States State Department in my final semester during my undergraduate studies. This federal government internship required going through an extensive background investigation to qualify for this internship. I participated in several aspects of the Federal Special Agents duties including assisting in planning dignitary protection for the Queen Rania of Jordan and the Dalai Lama as they visited the universities in Boston and Northampton, Massachusetts.

PROFESSIONAL HIGHLIGHTS

- Four Seasons Hotel Atlanta
 - Winner of Employee of the Month (October 2012)
- Four Seasons Resort Maui
 - Finalist for Manager of the Quarter (Second Quarter, 2018)

EXTRACURRICULAR / COMMUNITY SERVICE EXPERIENCE

- Team Rubicon
 - Volunteer with this disaster relief organization since November 2020. In the Fall of 2024, I became a volunteer leader in my region, handling the project planning components of conducting in-person training classes across three states and nine metro areas.
- Community Service Committee Member for Higher Education and Leadership Administration (HELA) Graduate Association
 - Assisted the Executive Board Members of the HELA program plan and execute a Fall Semester Holiday Toy Drive for a neighborhood community organization in 2024.
 - Acted as the liaison between the HELA program and the community partner organization where the graduate students will go for the Spring Day of Service for the Spring Semester in 2025.

RELEVANT SKILLS

- Advising & Student Support
 - Experienced in guiding diverse populations toward academic and professional success.
- Intercultural Communication
 - Adept at engaging with global audiences and fostering inclusive environments.
- Program Coordination
 - Expertise in managing orientations, events, and schedules in academic and corporate settings.
- Record Management
 - Proficient in maintaining accurate academic and operational records using Salesforce, Workday, and other systems.
- Technology Skills
 - Proficient in Mac and PC hardware and proficient in software for Microsoft Office Suite, Google Suite, Salesforce, Workday and Oracle Opera Property-Management System and various student management platforms and systems.

MAKAYLA COLE

(716) 374-1188 | Buffalo, New York | makayla cole44@gmail.com

EDUCATION

Canisius University | Buffalo, NY

Master of Science in Education, Higher Education Leadership and Administration

May 2025

- Member, Graduate Association

Bachelor of Arts in Psychology

May 2021

- Dean's List: Fall 2018 - Spring 2021
- Minors:
 - Business Management
 - Clinical/Counseling Psychology for Children and Adolescents
 - Philosophy

HIGHER EDUCATION EXPERIENCE

Canisius University | Buffalo, NY

Administrative Associate, College of Arts and Sciences

February 2022 - Present

- Provide administrative support for thirteen undergraduate and graduate degree programs
- Manage finance actions including direct pays and requisitions for department purchases
- Reserve rooms, coordinate travel, and order catering for different events for each department and respective faculty members
- Provide student support with advising and scheduling needs
- Serve as administrative support for Associate Dean with duties related to probation and dismissal of students, internships, research projects, and academic integrity issues
- Hire, train, and supervise three work-study students

Academic Mentor

August 2024 - Present

- Manage a caseload of eight undergraduate students with academic mentoring needs including time management, organization, and study skills
- Conduct weekly or bi-weekly meetings with students to monitor progress towards their academic success and retention

New Griff Student Orientation

Summer 2023 & 2024

- Assist with the planning and implementation of Orientation programs for incoming freshmen and transfer students
- Outreach to students and families to register for their respective Orientation session
- Attend weekly meetings with Orientation leaders and staff to check and go over progress

Wellness Committee

July 2023 - Present

- Attend meetings to propose new programming on campus in relation to health and wellness
- Providing faculty and staff members with events to improve overall wellness

ADDITIONAL WORK EXPERIENCE

Rite Aid | Lockport, NY

Shift Supervisor

August 2021 - May 2023

- Served as a manager and performed managerial duties in manager's absence
- Supervised associates on shift and ensured daily task sheet was completed
- Merchandise planograms for seasonal departments, end caps, and displays

- Verified deposits and counted the store safe
- Made bank deposits at night and reconciled cash register at the end of the night

Assistant Manager of Operations

November 2021 - February 2022

- Responsible for day-to-day operations, care, and service to customers
- Understood and managed operations of the store to maximize profitability
- Maintained and analyzed profit and loss reports and inventory logs
- Coached associates by motivating the mindset of driving sales through customer service
- Managed tasks and supervised team members in the Store Manager's absence
- Received and handled merchandise deliveries from different vendors
- Provided excellent customer service to customers

HONOR SOCIETIES

- Psi Chi: National Honor Society for Psychology
- Phi Sigma Tau: National Honor Society for Philosophy

PROFESSIONAL HIGHLIGHTS

- | | |
|---|--------------|
| • American College Personnel Association (ACPA) National Conference | March 2024 |
| • Ignatian Family Teach-In for Justice (IFTJ) Conference | October 2024 |

SKILLS AND CERTIFICATIONS

- Computer proficiency in Banner, Courseleaf, Desire2Learn, iAdvise: Retention Software, Qualtrics, Microsoft Office, 25Live
- Data Security training
- Question, Persuade, Refer (QPR) Suicide Prevention Training
- Sustainability training
- Preventing Harassment and Discrimination training
- Threat Assessment and Active Shooter training

Shawn Johnson

Watervliet, NY | ShawnJohnson0216@gmail.com | 210-633-6875

Education

Canisius University <i>Master of Science in Education (M.S.Ed.)</i> Higher Education & Leadership Administration (HELA) <i>Bachelor of Arts (B.A.)</i> Strategic Communication Concentration: Advertising and Public Relations	Buffalo, NY Anticipated May 2025 May 2023
• Minors: Leadership and Education • Delta Gamma Chapter of Tri Alpha First Generation Honor Society	 Inducted May 2023

Higher Education Experience

Canisius University <i>Student Engagement Coordinator/Griffins After Dark Coordinator</i>	Buffalo, NY August 2023 - Present
• The Office for Student Engagement and Leadership Development • Coordinate weekend alcohol alternative late-night programming • Chair. Senior Week Committee • Coordinate the Pints with Professors series & Pints with the President • Assist with the planning and implementation of our campus traditions • Develop and keep track of the grant process for student organizations to host GAD events • Work with athletics to drive engagement at athletic games • Manage appropriate programming budgets; including processing all check requests for programs, and maintaining distribution and receipt of all funds and receipts • Support student organization leaders and members through equitable and responsive services	
D'Youville University <i>Student Experience Graduate Assistant, The Office of Student Life</i>	Buffalo, NY August 2024 - Present
• Assist in the planning and facilitation of Open Houses and Admitted Students Days • Aid in the scheduling of Ambassadors for campus tours • Evaluate the student experience and determine how we can best serve students • Assist in the planning of New Student Orientation • Create assessments for Student Satisfaction within new initiatives • Ensure a student-centered office environment with a focus on customer service • Serve as a resource, advocate, and educator for students	
Canisius University <i>Emergency (On-Call) Hall Director, The Office of Student Life</i>	Buffalo, NY August 2024 - Present
• Serve as a resource for students, addressing their needs, concerns, and conflicts while promoting their well-being • Enforce university housing policies and conduct procedures, handling disciplinary issues when necessary • Respond to emergencies or crises within the residence hall, ensuring the safety and security of residents	
Summer Hall Director, The Office of Student Life	April 2024 - August 2024
• Oversaw Resident Assistant Training Advisory Committee in creating and executing a comprehensive program • Collaborated with offices and various stakeholders to schedule training sessions with Resident Assistants • Worked on all details concerning presenters for fall staff training • Worked independently and efficiently on all task assignments • Developed the Student Life Fall Resident Assistant Manual • Developed a meal schedule and menu for fall staff training • Created staff development and team building exercises for fall training • Assisted the Associate Director of Student Life in all aspects of fall training • Assisted with any Summer Events for prospective students • Completed room and apartment inspections of all campus-owned housing • Acted as emergency contact for summer housing issues; oversaw and maintained residential facilities • Stayed connected to the 2024-2025 RA Staff through emails, newsletters, social media or other forms	

<i>Summer Conference Coordinator, The Office of Student Life</i>	April 2024 - August 2024
• Oversaw all the details related to hosting external groups in campus housing during the summer • Communicated with external groups to coordinate housing assignments, check-in, and check-outs • Oversaw billing and collection of fees including record keeping • Led weekends and evenings, as needed, to check-in and check-out groups, collected payments • Managed keys and responded to the needs of guests; oversaw all housekeeping	
<i>Advisor, Afro-American Society, ALANA Student Center</i>	August 2024 - Present
• Mentor/help students coordinate and navigate the college climate while supporting and advising them • Help in facilitating tough discussions surrounding race, religion, topics sensitive and important to the culture • Help in the solidifying of contracts with vendors • Work with student activities to ensure the budget is up to date	
<i>Peer Counselor, Higher Education Opportunity Program (HEOP)</i>	June 2022 - May 2023
• Served as a peer mentor to students to help them to succeed in their college experience, served as a direct line of communication between them and the college	
<i>Club Advisor, Commuter Student Association</i>	August 2023 - Present
• Mentor/help students coordinate and navigate the college climate while supporting and advising them with (events, meetings, etc.)	
<i>Student Assistant, Tutoring Center</i>	September 2019 - August 2023

Campus Involvement and Leadership

Afro-American Society	2019 - 2023
• President: 2022-2023 • Vice President: 2021-2022 • Publicity Coordinator: 2019-2021	
ALANA Student Center, Student Ambassador	2019 - Present
C-Block Athletic Booster Club, Member	2020 - 2023
Diversity Committee, Member	2021 - 2023
Digital Media Arts and Advertising Club	2021 - 2023
Fusion Gaming Society, Member	2022 -2023
Higher Education & Leadership Administration Association, President	2024 - Present
Higher Education Opportunity Program Club	2021 - 2023
Latin American Students and Friends (LASAF)	2019 - 2023
Student Programming Board (SPB)	2020

Professional Affiliations and Conference Attendance

College Student Personnel Association – New York State, Inc. (CSPA-NYS)	
• Annual Conference Attendee: Saratoga Springs, NY • First Place Winner, Esther Lloyd-Jones Case Study Competition	
	October 2023
	October 2023
National Association of Student Personnel Administrators (NASPA)	
• National Conference Attendee	
	March 2025

SAMUEL NORTEY

Buffalo, NY | (716) 951-6330 | samuelnortey024@gmail.com | www.linkedin.com/in/samuelnortey

EDUCATION

Canisius University, Buffalo, NY
Master of Science in Education, Higher Education Leadership & Administration May 2025

- Thesis: Exploring Higher Education International Students' Social and Academic Experience in PWIs—The Case Study in Canisius University

University of Cape Coast, Cape Coast, Ghana October 2021
Bachelor of Education, Social Sciences: Geography

- Thesis: Exploring the role of technology in the Teaching and Learning of Geography in Senior High Schools in the Cape Coast Metropolis, Ghana

HIGHER EDUCATION EXPERIENCE

Daemen University, Buffalo, New York
Graduate Intern, Career Services October 2024 - Present

- Collaborate with career services staff to design and implement initiatives that support student career development and professional growth like Career Services Appreciation Day.
- Organize motivational workshops and group activities to inspire resilience and positive future planning among students with diverse backgrounds

Canisius University, Buffalo, New York
Study Abroad Advisor, Center for International Education January 2024 - Present

- Guide students through study abroad program selection and enrollment, providing ongoing support both for exchange students and domestic students abroad
- Serve as a primary point of contact for students while abroad, offering ongoing support and assistance with academic, personal, and logistical issues
- Assist students in preparing visas, travel arrangements, and housing
- Develop and implement marketing strategies to promote study abroad opportunities, including organizing fairs, information sessions, and classroom presentations

Landmark College, Putney, Vermont
Residential Assistant, Summer Programs June 2024 - August 2024

- Supervised 10 Resident Assistants (RAs) and provided training and support to ensure effective performance and professional development
- Fostered a positive and inclusive community within the residence halls by organizing programs and mediating conflicts among residents
- Collaborated with a team to manage housing assignments, conducted health and safety inspections, and maintained accurate records of incidents and administrative tasks

Canisius University, Buffalo, New York
Graduate Assistant, Andrew L. Bouwhuis SJ Library August 2023 - December 2023

- Assisted with the maintenance of library databases, digital resources, and technological equipment to ensure they are functioning properly and accessible
- Provided circulation assistance to students, faculty, staff, alumni, and other library patrons
- Assisted in organizing library events, workshops, and exhibits to enhance student engagement and academic support

TEACHING & RESEARCH EXPERIENCE

College Student Personnel Association – New York State, Inc. (CSPA-NYS)

Presenter, Annual Conference 2024

October 2024

- Session Title: Explored challenges and opportunities African international students encounter in Predominantly White Institutions (PWIs), from admissions to social integration

Mfantshipim Senior High School, Cape Coast, Ghana

Geography Teacher

November 2021 - November 2022

- Worked cooperatively with teachers, administrators, and parents to help over 200 students reach learning objectives leading to 94.5 percent pass in their West Africa Secondary School Certificate Examination

ADDITIONAL WORK EXPERIENCE

Adventist High School, Cape Coast, Ghana

IT Director (Part-time)

January 2023 - July 2023

- Maintained the school's IT infrastructure through scheduling the necessary hard and software updates

Theory Preparatory School, Elmina, Ghana

Summer School Director

November 2020 - December 2021

- Planned and implemented a summer school program for 250 students from elementary to high school to address the decrease in attendance due to COVID-19

LEADERSHIP & VOLUNTEER EXPERIENCE

Canisius University, Buffalo, New York

Bias Resource and Response Team Member

September 2024 - Present

- Collaborated with a diverse team to address and resolve reports of bias incidents, ensuring a respectful and inclusive campus environment

Vice President of Programming and Events, HELA Graduate Association

January 2024 - May 2024

- Organized and managed graduate student events, including academic seminars, networking opportunities, social gatherings, workshops, and cultural activities

Leadership Empowerment Consult (LEC-GROUP)

Vice-President

December 2018 - December 2022

Club that organizes *Success Africa*, a 3 day leadership conference with approximately 2000 attendees.

- Coordinated Success Africa 2018 and 2019 which attracted other universities to replicate the program empowering over 3000 young entrepreneurs and business leaders in Ghana
- Collaborated with faculty and students to secure funds for LEC-GROUP to assist workshops

PROFESSIONAL ASSOCIATIONS

College Student Personnel Association – New York State Inc. (CSPA-NYS)

Education Students Association of Ghana (ESAG)

National Association of Student Personnel Administrators (NASPA)

CERTIFICATIONS

American Red Cross Automated External Defibrillator (AED) & Cardiopulmonary Resuscitation (CPR) Certified

National Teaching Council Licensed (Republic of Ghana)

Questioning, Persuasion and Referral (QPR) for Suicide Prevention

Sexual Violence and Child Abuse Training Certification

DORCUS NZAYISENGA

Buffalo, NY | 716 9810435 | nzayisengadorcus@gmail.com | <https://www.linkedin.com/in/dorcus-nzayisenga/>

Education

Canisius University, Buffalo, New York

Master of Science in Higher Education Leadership and Administration

May 2025

Makerere University, Kampala, Uganda

Bachelor of Journalism and Communication

June 2023

Higher Education Experience

Canisius University, Buffalo, New York

Leadership Engagement Coordinator, Graduate Assistantship

August 2023 - Present

ALANA (African American Latinx American, Native American) Student Center

- Act as a mentor and provide guidance with academic and personal concerns of ALANA students
- Developed and executed engaging and inclusive activities, conducted thorough evaluations of their effectiveness.
- Help facilitate programs that promote diversity awareness.
- Partnered with professional offices, student clubs, and organizations to drive engagement
- Ensure office coverage and manage the front desk
- Train, schedule, and supervise the student staff
- Serve on the ALANA Achievement Award committee

Petey's Food Pantry Manager, Internship

August 2024 - Present

- Develop a marketing plan to increase usage, donations and volunteerism
- Recruit, train and schedule work-study students and volunteers
- Ensure appropriate stock of goods

Baylor University, Waco, Texas

Assistant Resident Hall Director, Campus Living and Learning

Summer 2024

- Managed a residential area that included 3 resident hall buildings and 600 students
- Oversaw administrative processes in residence halls for 2 summer sessions including move-in/ move-out, and room changes
- Led a team of seven community leaders and five office assistants
- Conducted one-on-one meetings with community leaders and coordinated weekly staff meetings
- Responded to incidents and crises and effectively communicated with residents, parents, visitors, faculty, and staff
- Implemented programming to engage students in the residence life experience.
- Managed residence hall front desk operations
- Served on the Community Leader Recruiting and Training committee
- Met with key administrators within Campus Living & Learning
- Attended regular professional staff meetings

Co-Curricular Involvement

Vice President, Communications and Professional Development, HELA Graduate Association	Spring 2024
• Managed social media accounts for HELA-GA and HELA Program • Planned and organized inclusive events to foster community building among the HELA cohort members • Facilitated all social and professional development activities including annual headshots and resume booklet.	
Senator, Student Government	2024 - Present
• Serve on the JUSTICE Committee and the Diversity Committee • Attend weekly meetings to track project progress	
Club Advisor, Canisius African Student Union (CASU)	2024 - Present
• Act as a liaison between the university and CASU • Support club with programming and serve as a mentor to e-board members • Serve as support with program planning and implementation	

Professional Organizations

College Student Personnel Association of New York State, Inc (CSPA-NYS)	2023 - Present
• Attended 2023 Annual Conference	
National Association of Student Personnel Administrators, (NASPA)	2024 - Present

Volunteer Experiences

Baylor University, Waco, Texas	
• Orientation, welcoming freshmen and parents, engaging in conversations and distributing informational sheets. • Summer Camp Check-In welcomed students and parents and provided essential camp information.	
Canisius University, Buffalo, NY	
• Griff Career Fair, registered employers and collected student surveys for event assessment. • Assisted with the Griff Thanksgiving event and served food to students alongside other professionals.	

Technology Skills

- Adobe Premiere Pro
- Canva
- Google Workspace
- Maxient
- Microsoft Office 365

GRACE OSEI

Buffalo, NY | (716) 994-3303 | graceosei3291@gmail.com | [linkedin.com/in/graceosei](https://www.linkedin.com/in/graceosei)

EDUCATION

- Canisius University**, Buffalo, NY Anticipated May 2025
Master of Science, Higher Education Leadership and Administration
- University of Cape Coast**, Cape Coast, Ghana October 2021
Bachelor of Education in Social Science, Economics
-

HIGHER EDUCATION EXPERIENCE

- Daemen University**, Amherst, NY September 2024 - Present
Graduate Intern, Career Services
- Assist Career Services with marketing events and work on social media campaigns using appropriate online resources
 - Assist with recruiter's efforts for events on campus
 - Create marketing projects to enhance student engagement
 - Participate in planning, development, implementation, and assessment of career services events
 - Assist students with Handshake (Wildcat Works), iCap, SMART Goals, and appropriate assessment tools
- Canisius University**, Buffalo, NY August 2023 - Present
Graduate Assistant, Academic Achievement
- Register students for the upcoming semester
 - Collaborate with staff to develop a final stress-release activity for the campus
 - Train and supervise work-study students in the office
 - Assist success coaches in scheduling Zoom meetings with students during registration
 - Meet biweekly with the supervisor to discuss program objectives and needs in the office
 - Participate in planning and assessing work-study students
- Canisius University**, Buffalo, NY August 2023 - Present
Academic Mentor, Center for Student Success
- Serve as an academic mentor to freshmen to offer them support in transitioning to the college university
 - Meet with students weekly to create goals and plans for academic success, address academic concerns, and make appropriate referrals
 - Guides students in setting specific, measurable, and realistic academic goals
- Landmark College**, Putney, VT June 2024 - August 2024
Resident Director, High School Summer Program
- Provided direct supervision to the resident assistants, program assistant, and night proctors
 - Offered support to high school students with ADHD/Autism and those with executive function difficulties
 - Responded to emergencies and other crises while serving as the primary on-call
 - Enforcement of summer program policies such as curfews to create a more conducive environment
 - Reported maintenance issues in student rooms and common areas
 - Facilitated negotiation and mediation, problem identification, problem-solving, and skills for students
- College of Distance Education**, Cape Coast, Ghana October 2021 - November 2022
Administrative Assistant
- Validated student scores and entered data in the UCOSIS system
 - Supervised students during examinations
 - Investigated student's dispute regarding course grades
 - Marked and recorded exam scripts
 - Supervised field tutors at various centers

TEACHING EXPERIENCE

Central Educational Foundation, Central, Ghana

January 2023 - July 2023

3rd Grade Teacher

- Developed engaging and creative lessons based on curriculum for all subject areas
- Instituted activities to address students' mental health, personal growth, and concerns incorporating games, music, technology, reading aloud, and speakers
- Implemented behavior modification techniques resulting in significant changes in academic performance
- Communicated with parents regarding students' academic achievement

Academy of Christ the King, Cape Coast, Ghana

January 2021 - March 2021

Teacher Intern

- Developed and implemented lesson plans tailored to meet specific learning objectives, ensuring an engaging educational experience for high school students
- Created a positive classroom environment that promoted inclusivity and encouraged academic growth through group assignments and classroom discussions
- Provided individualized support to students facing academic challenges by conducting one-on-one sessions to enhance their comprehension
- Documented the test scores of students using Microsoft Excel to monitor their academic performance

LEADERSHIP/VOLUNTEERING EXPERIENCE

Mentors Coordinator, Central Leadership Program, Ghana

March 2022 - Present

Career Griff Fair Volunteer, Canisius University,

March 2024

Spring Fair Volunteer, Resource Council of WNY, Buffalo, NY

March 2024

New Griff Orientation Volunteer, Canisius University

August 2023

Chairperson/Member, CAMFED Association, Ghana

October 2020 - October 2023

Peer Mentoring Head, JARAB Foundation, Ghana

December 2022 - February 2023

PROFESSIONAL AFFILIATIONS

National Association of Student Personnel Administrators (NASPA)

Member since November 2024

The American College Student Personnel Association (ACPA)

Member since October 2024

The Association of College and University Housing Officers-International (ACUHO-I)

Member since November 2023

College Student Personnel Association of New York (CSPA-NYS)

Member since October 2023

AWARDS

MasterCard Foundation Scholarship

2017 - 2021

The Most Transformed Leader of the Central Leadership Program

2020

Scholarship from the Commonwealth of Learning

2020

CERTIFICATES AND SKILLS

CPR/AED and First Aid

July 2024

Certified Teacher - Ghana Teacher Licensure Examination

February 2023

Alison ABC IT-Computer Training Suite

April 2018

Microsoft Office 2010-Alison Online Learning

April 2018

Technical Skills: Qualtrics, Microsoft Office Suite, Google Suite, Canva, SPSS, Maxient Report

Philip M. Reutter

(914) 268-8243

philipreutter@icloud.com
linkedin.com/in/philip-reutter

EDUCATION

Canisius University, Buffalo, New York

Master of Science in Education- Higher Education & Leadership Administration Anticipated May 2025

Le Moyne College, Syracuse, New York

Bachelor of Arts, Physics Major/Math Minor

May 2023

HIGHER EDUCATION EXPERIENCE

Canisius University, Buffalo, New York

Graduate Assistant, Hall Director, Office of Student Life

August 2024 to Present

- Supervise, mentor, and provide guidance to eleven Residential Advisors (RAs) responsible for the well-being of 350+ freshman students across two dorm buildings.
- Oversee student conduct cases, including investigations, resolution processes, and follow-up, ensuring adherence to university policies and fostering a respectful campus environment.
- Promote and coordinate campus events, activities, and initiatives that encourage student engagement, community building, and personal development.
- Develop and lead staff training and development programs for RAs, focusing on conflict resolution, community building, and student support services.
- Foster strong relationships with students and staff, acting as a resource and advocate for resident needs and concerns.
- Assist in crisis management and emergency response within the residence halls, ensuring a safe and supportive living environment.

Graduate Assistant, Student Success Center

January 2024 to May 2024

- **Supervisor**- Schedule and mentor a team of tutors to support undergraduate students in their academic success; ensure tutor availability and training for diverse learning needs.
- **Math Tutor** - Provide backup tutoring support for all undergraduate math courses, assisting students with course material and promoting understanding of key concepts.

Graduate Assistant, Office of Alumni Engagement

August 2023 to December 2023

- **Outreach and Data Mgt** - Supported the development and maintenance of alumni databases, ensuring accuracy and contributing to targeted communication efforts and event planning.

Supervisor, Student Success Center/ Study Hall

August 2023 to December 2023

- **Academic Support and Resource Management**: Coordinated the scheduling of study hall hours and managed resources to ensure effective academic assistance, fostering student success across various disciplines.

Le Moyne College, Syracuse, New York

Graduate Assistant, Office of the Associate Provost for Student Development

May 2024 to July 2024

- Contributed to the development of response protocols for mental health and commuter students
- Assisted in managing the New York State Science and Technology Entry Program (STEP) and Collegiate Science and Technology Entry Program (CSTEP)

ADDITIONAL WORK EXPERIENCE

West Genesee School District, Camillus, New York	October 2022 to May 2023
▪ Substitute Teacher , West Genesee High School – weekly coverage for a variety of classes	
Rochester Institute of Technology, REU Program, Rochester, New York	2022, 2023
Research Intern – focused on multidisciplinary research on student success in STEM.	
▪ Researched and wrote a paper on <i>Metacognition, and the Application in Physics Education</i>	
▪ Presented work at the American Association of Physics Teachers, Sacramento, CA	July 2023

CAMPUS LEADERSHIP EXPERIENCES

Canisius University, Buffalo, New York	August 2023 to Present
President, Higher Education & Student Affairs Administration Association	
▪ Responsible for hosting new incoming graduate students, arranging for assistantship interview, second year awards, social activities and community service events	
Canisius Mascot , Petey the Griffin	
▪ Performing at both athletic and community events promoting school spirit	
Le Moyne College, Syracuse, New York,	August 2019 to May 2023
Vice President , Student Government Association	August 2022 to May 2023
▪ Worked directly with students and administration as a voice and advocate of the student body.	
▪ Implemented new on-campus mental health programs	
▪ Collaborated with campus facilities to establish LGBTQ “safe space”.	
Class of 2023 Representative	August 2021 to May 2022
▪ Addressed student concerns such as: improving the cafeteria menu, extra dining hours and snacks during finals week, facilities and campus improvements, revised handbook and code of conduct guidelines.	
Orientation Team Leader	August 2021 to May 2022
▪ Managed a group of class leaders helping incoming freshman students	
Student Advisor for Steering Makers Committee	August 2022 to May 2023
▪ Focused on improving students’ experience with campus operations and facilities.	
College Tour Guide	August 2021 to May 2023
▪ Provided information to potential students and families about the college	
Host, Podcast, “Here At Le Moyne”	August 2022 to May 2023
▪ Creator and host of a weekly podcast highlighting people across the Le Moyne community.	
President , Le Moyne Ski Club	August 2020 to May 2023
Vice President , Le Moyne Education Club	August 2020 to May 2023
Le Moyne Mascot , Iggy the Dolphin	August 2021 to May 2023

AWARDS, ACKNOWLEDGEMENTS, AND AFFILIATIONS

First Place Winner, CSPA-NYS, Ester Lloyd-Jones Case Study Competition	2023
Le Moyne College “Dolphin Spirit Award”	2023
Le Moyne College Student Government Association Member of the Year	2022
Member, College Student Personnel Association of New York State (CSPA-NYS)	2023 to Present
Member, National Association of Student Personnel Administrators (NASPA)	2023 to Present
Member, Science Teacher Association of New York State	2022 to Present
Member, American Association of Physics Teachers	2022 to Present

GIOVANI RUSSO

He/Him | Buffalo, NY | (716) 672-9747 | giovanirusso9747@yahoo.com

EDUCATION

Canisius University

Buffalo, NY

Master of Science in Education, Higher Education and Leadership Administration

Expected May 2025

- GPA: 3.9

Bachelor of Science, Criminal Justice

May 2023

- *Minor in Animal Behavior, Ecology, and Conservation*
- GPA: 3.57

HIGHER EDUCATION EXPERIENCE

SUNY Buffalo State University

Buffalo, NY

Coordinator, Office of Student Leadership and Engagement

September 2024 – Present

- Coordinated the planning and implementation of all events and programs within the Campbell Student Union including hours of operations, space requests, work orders, communication with external vendors, campus community groups and inventory and administrative operations
- Co-supervised graduate assistant and student employee staff to be hired, properly trained, and integrated into the overall work of student activities and campus programs
- Worked creatively and closely with other administrative support units to develop a comprehensive student activities program that enhanced student involvement and engagement within the campus community
- Assisted in formulating policies and regulations for the use of the student union; supervised specific functions within the Campbell Student Union such as operations, reservations, conferences, orientation, commuter services, and volunteer services
- Created and implemented commuter-based programs and initiatives to support the student body and carried out the university's commitment to inclusion
- Provided administrative support and management of 25Live, Social Tables, events management support needs, and Bengal Connect
- Assisted in working to examine student activities programs, workshops, and educational initiatives to make them more effective and efficient
- Assessed the daily operations, functionality, and usage of the student union while liaising with campus partners such as University Police, Events Management, Environmental Health and Safety, IT, Facilities and Maintenance, USG, and administrative offices

Canisius University

Buffalo, NY

Coordinator, Office of Event Services

June 2023 – September 2024

- Established and maintained 25 weekly scheduled office hours per week in addition to weeknight and weekend on-call rotations with event services team
- Hired, scheduled, trained, supervised and provided staff development to 17 student employees
- Assisted with managing events requested through 25Live event scheduling/room reservation software
- Reviewed, confirmed, and coordinated room reservations and room setup needs with clients including students, departments, faculty, staff, and the Buffalo area community
- Participated and assisted with the development, coordination, and implementation of graduate and undergraduate commencement ceremonies, new student orientation, and honors convocation
- Assisted administrative staff with implementation and adherence to all college event policies and procedures; communicated policies to all constituents using event services
- Conducted one-on-one meetings with work studies to go over their class schedule, registration, and wellness
- Operated event production including lighting, audio, and visual equipment

SUNY Buffalo State University

Buffalo, NY

New Student Transition Specialist, Office of Orientation, Transition, and Family Programs

May 2024 – August 2024

- Established and maintained 40 weekly scheduled office hours per week in addition to weeknight orientation sessions

- Co-supervised, trained, and scheduled a team of 22 orientation leaders
- Oversaw logistical and scheduling aspects of New Student Orientation such as set-up for programs, oversaw new student staff, and communications
- Assisted with any crisis management and/or incident reporting after hours and with early check-outs
- Responded to new student and family member email messages from the Buffalo State Orientation email in a timely manner
- Used online tools to reach out and register students for orientation using Slate, Outlook, and Mongoose
- Created promotional materials regarding orientation on both Canva and Qualtrics
- Mentored and served as lead support for orientation leaders, including helping and providing critical feedback when needed
- Maintained positive customer service and a calm demeanor when working with incoming students and family members
- Referred students and family members to appropriate resources and campus partners once the limits of knowledge were reached
- Actively promoted a safe working and welcoming environment that advances diversity and inclusion

Canisius University

Buffalo, NY

Academic Mentor, Center for Student Success

January 2024 – May 2024

- Worked directly toward institutional mission of first-year retention and success through individual weekly mentoring sessions
- Developed individualized plans of action and methods of support for each student
- Worked as a teaching assistant for a course for first-year students who were on academic probation and met with the students given once a week
- Taught students coursework and content as well as graded each student's homework, quizzes, and projects
- Introduced students to on-campus resources when necessary, such as Counseling Services, Tutoring, Study Center, and Accessibility Services

Student Employee/Front Desk Attendant, Office of Student Life

September 2019 – May 2023

- Maintained confidential student records and personal information of students and faculty
- Administered loaner keys for students, greeted visitors and directed them to appropriate locations, documented student judicial fines
- Performed general office duties for two departments within Student Life: Residence Life and Event Services

ORGANIZATIONAL INVOLVEMENT AND MEMBERSHIPS

Canisius University Higher Education Graduate Association

- Vice President: May 2024 - September 2024

College Student Personnel Association of New York State, Inc. (CSPA-NYS)

- Regional Conference Attendee: October 2023

National Association of Student Personnel Administrators (NASPA)

National Leadership Society - Omicron Delta Kappa

NODA: Association for Orientation, Transition, and Retention in Higher Education

Matthew Tirado

Buffalo, NY | (716) 997-0770 | matthewtirado29@gmail.com | www.linkedin.com/in/matthew-tirado

EDUCATION

Canisius University, Buffalo, NY

Master of Science in Education, Higher Education Leadership & Administration

May 2025

- Thesis: Examining the Impact of Mental Health on Faculty & Staff Success

Bachelor of Arts, Political Science

December 2023

- Minors in Criminal Justice & History
 - Summa Cum Laude
-

HIGHER EDUCATION EXPERIENCE

Canisius University, Buffalo, NY

Event Supervisor, Office of Event Services

October 2024 - Present

- Operate complex lighting and technology equipment across three major buildings.
- Organize and prepare on-campus events for 90 clubs and organizations at the University.
- Coordinate with clients to determine resource necessities such as technology.
- Conduct regular check-ins for on-campus events to ensure all resources are provided.
- Work with constituents to provide strong customer service for members of the Canisius community.

Program Coordinator, Higher Education Leadership & Administration

May 2024 - Present

- Updated alumni information and added it to website and newsletters.
- Reviewed enrollment numbers for HELA program assessments.
- Monitored and posted on all HELA related social media pages.
- Conducted research on high-impact practices.
- Welcomed international students to faculty and staff across campus.
- Assisted admissions with the enrollment process for international students.

Teaching Assistant, Research Methods

August 2024 - December 2024

- Assisted instructor with preparing lesson plans and activities to engage learners.
- Met with 14 students during office hours to assist with curriculum concerns.
- Graded projects and assignments for professor.

Supervisor, Study Center

August 2024 - December 2024

- Established a quiet-studying environment for student-athletes.
- Professionally engaged with student-athletes to assist them with their academic success.
- Swiped-in and swiped-out students utilizing the center.

Graduate Assistant, Department of Teacher Education and Leadership

August 2024 - October 2024

- Reviewed and updated education course syllabi with AAQEP standards and the University's regulations.
- Utilized Desire 2 Learn (online learning system) to update information.

Residential Assistant, Office of Student Life

May 2024 - August 2024

- Supervised residents in dorms across campus, ensuring their safety and addressing any concerns.
- Hosted programs to engage residents.
- Resolved conflicts amongst residents to de-escalate situations.
- Remained on-call and responded to emergencies.
- Handled residential move-ins by filing keys and registration cards.

Graduate Assistant, Student Accessibility Services (SAS)*May 2024 - August 2024*

- Proctored exams for registered students.
- Maintained confidential information of registered students.
- Compiled SAS data sheet to assess students and their respective disabilities.
- Created testing forms to organize exams from various courses and instructors.
- Answered calls from prospective and incoming students inquiring about registering for services.

Academic Mentor, Student Success*January 2024 - May 2024*

- Met with students one-on-one to discuss their academics.
- Utilized online system which tracked academic information and housed notes on intervention meetings.

LEADERSHIP EXPERIENCE

Tutor, Student Success*September 2023 - Present*

- Tutor math, history, and criminal justice.
- Assist students with exam preparation and homework assignments.
- Offer feedback to students on areas of improvement.

Peer Mentor, First-Year Experience*August 2023 - December 2023*

- Assisted students and supported their transition into college.
- Taught topics such as time management and Jesuit values.
- Met with students one-on-one twice during the semester.
- Graded projects and assignments.

Orientation Leader, Student Engagement*August 2023*

- Prepared indoor and outdoor evening events.
- Embraced and promoted an inclusive environment for students.
- Served as a guide and mentor as students navigate campus.

Student Worker, Student Accessibility Services*August 2020 - December 2023*

- Delivered exams to faculty across campus.
- Emailed students regarding upcoming quizzes and exams.

ACCOMPLISHMENTS & HONOR SOCIETIES

Dean's List

Fall 2020 - Present

Omicron Delta Kappa: International Leadership Honor Society

Fall 2023

Phi Alpha Theta: International History Honor Society

Spring 2024

PROFESSIONAL ENGAGEMENT & MEMBERSHIP

College Student Personnel Association of New York State (CSPA-NYS)

2024 - Present

- 2024 Annual Conference Attendee: Rochester, NY

National Association of Student Personnel Administration (NASPA)

2024 - Present

- 2025 National Conference Attendee: New Orleans, LA

Kaycee Viator

Rochester, NY | (585) 351-9945 | kaycee_viator19@yahoo.com | <https://www.linkedin.com/in/kaycee-viator/>

EDUCATION

Canisius University | Buffalo, NY

Master of Science in Education in Higher Education Leadership and Administration (HELA)

Expected May 2025

Omicron Delta Kappa Honor Society (inducted May 2024)

DiGamma Honor Society (inducted November 2024)

Roberts Wesleyan University | Rochester, NY

Bachelor of Arts in History (Pre-Law); Bachelor of Arts in Spanish; Psychology minor

Graduated May 2022

Dean's List: 8 Semesters

Alpha Kappa Sigma Honor Society, Global Honors Program, Summa Cum Laude

HIGHER EDUCATION EXPERIENCE

University at Buffalo | Buffalo, NY

August 2024 - Present

Graduate Intern: Community & Civic Engagement

- Assist with the planning and implementation of large-scale events, days of service, and educational programming
- Support assessment of the office including tracking engagement
- Provide mentorship to student staff members
- Develop marketing pieces for various programs including flyers, social media posts, videos

Canisius University | Buffalo, NY

Graduate Assistant: New Griff Orientation & Title IX Educational Programming

August 2023 - Present

- Assist the Director with planning and implementation of the New Griff Orientation (NGO) for Fall and Spring semesters
- Collaborate with the Title IX Coordinator organizing sexual violence prevention programming and assisting with the facilitation of sessions, tabling, and activities
- Regularly post engaging and educational content on Instagram accounts
- Active member of the team that transformed orientation from a 1 to a 4-event summer residential orientation model
- Supervised 3 Lead Orientation Leaders and 17 Orientation Leaders throughout the summer months of 2024
- Developed, organized, and distributed NGO publications (e.g. flyers, schedules, packets)
- Managed registration records for attendees of orientations
- Transitioned temporarily to the Graduate Intern position for New Griff Orientation from May to August 2024.

Collective Team Leader: Division of Student Affairs

September 2023 - Present

- Invited by the Vice President of Student Affairs to lead the University's ALANA Alumni Mentorship Program for first-year students of color as a means of addressing freshmen and sophomore retention
- Create and distribute surveys to alumni and student participants for matching purposes
- Developed and facilitated a virtual mentor training session and hybrid welcome/kick-off ceremony for 23 participants

Summer Office Assistant: Center for Student Success

June 2024

- Provided front desk support answering incoming calls and responding to emails
- Completed a variety of tasks and projects as assigned

Search Committee Member: Center for Student Engagement & Leadership Development (SELD)

June 2024

- Invited by the SELD Director to assist in the hiring process of the Assistant Director

Roberts Wesleyan University | Rochester, NY

Tutor and Study Hall Assistant: Educational Opportunity Program

July 2022 - May 2023

- Engaged with 5-6 incoming and current students in several social activities
- Shared my reflections on my college experience with the students in a mentor role
- Provided academic support for 5 students during their reserved study hall period with their math assignments and final composition project during the Summer Bridge program [July 2022]

Peer Tutor: The Learning Center

August 2021 - May 2022

- Tutored 2-3 college students in elementary and intermediate-level Spanish courses
- Taught techniques on test-taking and study skills
- Submitted detailed summaries about each session to the Learning Center database

Student Mentor: First-Year Seminar

August 2019 - December 2019

- Served as a professor's assistant in a first-year seminar education class of 16 students
- Met weekly with the professor to plan each class session and discuss students' progress
- Kept records of student attendance, outside activities reports, and other items agreed upon myself and the professor

ADDITIONAL WORK EXPERIENCE

City of Rochester | Rochester, NY

Graduate Intern: Mayor's Office

May 2023 - July 2023

- Worked on special projects and assisted in research, policy development, and operations for the city
- Implemented research designs by analyzing background information and goals of every project
- Answered constituent phone calls, listened to their concerns, and informed them of the Mayor's stances

The Office of U.S. Senator Kirsten E. Gillibrand | Rochester, NY

Constituent Affairs Intern: Regional Office (Rochester-Finger Lakes)

February 2023 - May 2023

- Responded to constituent's calls or letters resolving their issues or informing them of the politician's stances
- Composed and prepared narrative reports that presented the results and conclusions of my research
- Organized an in-person poster presentation for all interns to demonstrate summer projects

STUDENT LEADERSHIP

Canisius University | Buffalo, NY

Vice President for Programming and Events: HELA Graduate Association

May 2024 - Present

- Plan social programs for classmates including the Welcome Back Social, Fall Social, and Holiday Party
- Coordinate community service projects and additional social activities with 2 other executive board members

Roberts Wesleyan University | Rochester, NY

Student Cabinet Member: Student Association of Diversity & Equity

November 2020 - May 2022

- Advocated for and assisted in the recruitment and retention of underrepresented students, faculty, and staff
- Met monthly with university administrators and provided feedback on any issues regarding diversity, equity, and inclusion

Class Council Member: Student Association Leadership Team

August 2019 - May 2022

- Organized bi-weekly Council meetings, reached out to student leaders regarding areas of concerns and prepared agendas
- Interacted with Public Relations team to promote our events
- Led between one to two campus-wide events per month throughout the academic year

PROFESSIONAL ASSOCIATIONS

- College Student Personnel Association - New York State (CSPA-NYS)
 - Member 2023 - Present
 - Annual Conference October 2023
- National Association of Student Affairs Professionals (NASPA)
 - Member 2025 - Present
 - National Conference March 2025

SKILLS

- **CliftonStrengths Top 5 Signature Themes:** Achiever, Discipline, Learner, Deliberative, Intellection
- **Languages:** Spanish [intermediate proficiency]
- **Organizational:** Interpersonal Skills, Team Leadership, Time Management, Written and Oral Communication
- **Technical:** Canva, Google Workspace, Microsoft Office Suite, Social Media (Facebook, Instagram, X [formerly known as Twitter]), SurveyMonkey

KATARA D. WILLIS

Buffalo, NY | willisk106@gmail.com

Education

Canisius University | Buffalo, New York

Master of Science in Education, Higher Education Leadership and Administration *Class of 2025*

- Master's Thesis: "Where Leaders are Made: Defining Leadership at Canisius University"

Bachelor of Science, Digital Media Arts

Class of 2023

- Summa Cum Laude

Awards and Recognition

Alpha Sigma Nu: The Jesuit Honor Society

Inducted April 2023

Dean's List

2019 - 2023

Urban Leadership Learning Community Scholarship

2019 - 2023

- Sebastian "Red" Roasica Award Recipient

April 2023

Educational Leadership Experience

Canisius University | Buffalo, NY

Academic Mentoring and Retention, Graduate Assistant

August 2023 - Present

- Serve on the *Cura Personalis* Team (care team) as the reporter and attend weekly meetings with various campus offices to document and address faculty and staff concerns regarding students' academic, financial, or wellness issues.
- Participate in university-wide retention initiatives through effective mentoring for undergraduate and probationary admitted students.
- Supervise and facilitate training for 5 graduate students who serve as academic mentors
- Equip mentees with essential skills for academic success, including time management, note-taking, and study skills.
- Assist with course registration and maintain comprehensive knowledge of over 100 majors, including liberal arts core requirements.
- Supervise the Canisius Laptop Loaner Program, which includes distributing and retrieving laptops and offering technical assistance and support.

Urban Leadership Learning Program, Graduate Intern

August 2023 - Present

- Provide academic mentoring to designated students.
- Design a two-week summer leadership program schedule for incoming first-year students to familiarize them with campus resources and program expectations.

Hall Director, Crisis Response Team

January 2024 - Present

- Participate in a rotational schedule with three Hall Directors to respond to emergencies.
- Display proficient knowledge of the Canisius Crisis Response Plan, utilizing it for effective decision-making and communication in emergencies.
- Collaborate closely with Public Safety, The Office of Student Life, and The Office of Student Affairs to promptly report incidents and coordinate appropriate responses.

D'Youville University | Buffalo, NY

Cultural Enrichment Center, Graduate Intern

January 2025 - Present

- Work closely with the Coordinator for the Culture Enrichment Center and other staff to plan and implement campus-wide enrichment programs that foster a sense of belonging among marginalized students.
- Assist in coordinating equitable educational programming related to significant cultural awareness months (e.g., Hispanic Heritage Month, Trans Awareness Week, Black History Month, etc.).
- Play an integral role in creating educational and social programs celebrating diversity and promoting cultural competency.

Canisius University | Buffalo, NY

Summer Internship, Coordinator of SPARK Program

May 2023 - August 2024

- Organized a three-day pre-orientation program, SPARK, for first-year students facing academic, engagement, and financial challenges. The program aims to familiarize students with the campus, available resources, and the surrounding Buffalo area.
- Collaborated with campus offices to facilitate the coordination of food services, housing, night activities, tours, and room reservations for program sessions.
- Assisted with the coordination of new student registration.

Teaching and Instruction Experience

Canisius University | Buffalo, NY

African American History, Teaching Assistant

August 2023 - Present

- Facilitate group discussions on complex topics, including slavery, African American experiences, and culture, fostering a deeper understanding of diversity and global awareness.

First-Year Experience, Instructor

January 2024 - May 2024

- Assisted incoming students with their transition to Canisius by delivering lectures about campus resources to support academic success.

Canisius Compass, Teaching Assistant

January 2024 - May 2024

- Collaborated with the Director of Academic Achievement and the Associate Dean of Student Success to create and instruct a one-credit course. This course aims to assist first-year students on academic probation.

Introduction to Philosophy, Teaching Assistant

August 2020 - May 2023

- Facilitated discussions on ethics, bias, beauty, race, and gender.
- Provided constructive feedback to guide students' writing, fostering improved argumentation, clarity, and adherence to academic standards.

Professional Organizations

College Student Personnel Association of New York State (CSPA-NYS)

2023 - Present

Higher Education Leadership and Administration Graduate Association

2023 - Present

National Association of Student Personnel Administrators (NASPA)

2024 - Present

Index of Functional Area Interest

Academic Advising Programs

- Lovelace Amos
- Enock Atta-Sah Nimfour
- Kelvin Baah
- Makayla Cole
- Shawn Johnson
- Samuel Nortey
- Dorcus Nzayisenga
- Grace Osei
- Giovanni Russo
- Matthew Tirado
- Katara Willis

Advancing Health and Well-Being

- Tiare Baird
- Makayla Cole

Assessment Services

- Kaycee Viator

Auxiliary Services

- Kelvin Baah

Athletics

- Tiare Baird
- Philip Reutter

Basic Needs Programs and Services

- Dorcus Nzayisenga
- Matthew Tirado

Campus Activities Programs

- Shawn Johnson
- Dorcus Nzayisenga
- Philip Reutter
- Giovanni Russo
- Kaycee Viator

Career Services

- Ernest Adom
- Lovelace Amos
- Enock Atta-Sah Nimfour
- Makayla Cole
- Samuel Nortey
- Dorcus Nzayisenga
- Grace Osei

Case Management Services

- Kelvin Baah

Civic Engagement and Service-Learning Programs

- Lovelace Amos
- Tiare Baird
- Kaycee Viator

College Honor Society Programs

- Katara Willis

College Unions: Programs, Services, & Community Center

- Shawn Johnson

Conference and Event Programs

- Shawn Johnson
- Giovanni Russo

Counseling Services

- Makayla Cole
- Matthew Tirado

Disability Resources and Services

- Enock Atta-Sah Nimfour
- Kelvin Baah
- Matthew Tirado

Esports Programs

- Matthew Tirado

Education Abroad Programs and Services

- Samuel Nortey

First-Year Experience

- Tiare Baird
- Grace Osei
- Philip Reutter
- Giovanni Russo
- Matthew Tirado
- Katara Willis

Graduate and Professional Student Programs and Services

- Samuel Nortey
- Philip Reutter

Housing and Residential Life Programs

- Ernest Adom
- Lovelace Amos
- Enock Atta-Sah Nimfour
- Kelvin Baah
- Tiare Baird
- Shawn Johnson
- Samuel Nortey
- Dorcus Nzayisenga
- Grace Osei
- Philip Reutter

Identifying and Responding to Behavioral Concerns

- Philip Reutter
- Katara Willis

International Student Programs and Services

- Lovelace Amos
- Enock Atta-Sah Nimfour
- Tiare Baird
- Samuel Nortey
- Dorcus Nzayisenga

Leadership Education and Development

- Philip Reutter
- Giovanni Russo
- Kaycee Viator

Multicultural Student Programs and Services

- Ernest Adom
- Lovelace Amos
- Enock Atta-Sah Nimfour
- Kelvin Baah
- Dorcus Nzayisenga
- Grace Osei

New Student Orientation Programs

- Tiare Baird
- Makayla Cole
- Samuel Nortey
- Dorcus Nzayisenga
- Giovanni Russo
- Kaycee Viator
- Katara Willis

Parent and Family Programs

- Giovanni Russo
- Kaycee Viator

Student Conduct Programs

- Kelvin Baah

Student Media Programs

- Katara Willis

Sustainability Programs

- Tiare Baird

Testing Programs and Services

- Enock Atta-Sah Nimfour

Transfer Student Programs and Services

- Matthew Tirado

TRIO and College Access Programs

- Lovelace Amos
- Shawn Johnson
- Kaycee Viator
- Katara Willis

Undergraduate Admissions Programs and Services

- Makayla Cole
- Shawn Johnson

Undergraduate Research Programs

- Ernest Adom

Women's and Gender Programs and Services

- Ernest Adom
- Tiare Baird



CANISIUS
UNIVERSITY