

Profile of the
Class of 2026



CANISIUS
UNIVERSITY

Where **leaders** are made

MSEd, Higher Education
Leadership and Administration



CANISIUS UNIVERSITY

Profile of the **Class of 2026**

**MSEd, Higher Education
Leadership and Administration**

Greetings from the Program Director

Dear friends of Canisius,

It is my honor to share with you the graduates of the Canisius University Higher Education Leadership & Administration (HELA) Class of 2026!

The Canisius higher education program has had a long-standing tradition of formally recognizing our graduates through the Resume Book, highlighting their experiences as a graduate student and their future career interests or recent placement.



The HELA master's program prepares graduates for careers in higher education administration at both private and public institutions. The program is grounded in a theory-to-practice philosophy and based in Jesuit pedagogy, the CAS Standards, and the ACPA/NASPA competencies.

Founded in 1996, the course of study consists of 36 credit hours and is substantiated through extensive supervised practice experience. To achieve our mission, the HELA program combines in-class education with the experiential learning requirement of two 225-hour internships. Many students complete one of their internships through a national summer internship program. Additionally, many students hold graduate assistantships at Canisius and other institutions across Western New York.

HELA students have the unique opportunity to attend a regional and national professional conference as part of the program, further fostering their professional identity and emphasizing the importance of life-long learning, networking and self-development. Many of our graduates go on to pursue further education at the doctorate level and have achieved senior level careers in the profession. To learn more about our HELA program and our graduates, please visit canisius.edu/hela.

Please take a moment to review the continued excellence of Canisius University HELA graduates, connect with them on LinkedIn and welcome them to the profession!

With gratitude,

A handwritten signature in black ink, which appears to read "Amy Wilson". The signature is fluid and cursive.

Dr. Amy Wilson

Professor, Department of Education and Leadership

Graduate Program Director, Higher Education Leadership & Administration

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Listed under each member of the Canisius University Higher Education Leadership and Administration Class of 2026 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.



Ellen Acquah

She/Her/Hers

Career Services; Housing and Residential Life; Academic Advising and Student Success



Cayla Cajilig

She/Her/Hers

Academic Advising and Student Success; Athletics; Health and Wellness Programs and Services



Christopher Jackson

He/Him/His

Assessment and Institutional Research; Civic Engagement and Service Learning Programs; New Student Orientation and Family Programs; Enrollment Management (Admissions, Financial Aid)



Melvin Omari Mensah

He/Him/His

Assessment and Institutional Research; Academic Advising and Student Success; Enrollment Management (Admissions, Financial Aid)

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Priscilla Ntiamoah

She/Her/Hers

Housing and Residential Life; Multicultural Student Programs and Services; Academic Advising and Student Success; International Student Programs and Services; New Student Orientation and Family Programs



Nana Akosua Ofori Amanfo

She/Her/Hers

Assessment and Institutional Research; Enrollment Management (Admissions, Financial Aid)



Jenna Quinn

She/Her/They/Them

Housing and Residential Life; Civic Engagement and Service Learning Programs

ELLEN ACQUAH

2001 Main St., Buffalo, NY14208 | (716)2567787 | ellenacquah17@gmail.com
[linkedin.com/in/ellen-acquah](https://www.linkedin.com/in/ellen-acquah)

EDUCATION

Canisius University, Buffalo, NY	
<i>Master of Science in Education, Higher Education Leadership and Administration</i>	May 2026
University of Cape Coast, Cape Coast, Ghana	
<i>Bachelor of Education, Social Sciences</i>	October 2021

RESEARCH EXPERIENCE

Canisius University, Buffalo, New York	
Research Study , School of Education and Leadership Studies	September 2025 - May 2026
Research Title: <i>Exploring the Influence of Career Development on the Career Preparation of Undergraduate Students in the School of Behavioral and Health Studies at Canisius University</i> / Dr. Patrick McDonald and Dr. Mark Harrington, Advisors	
University of Cape Coast, Cape Coast, Ghana	
Undergraduate Research Project , Department of Business and Social Sciences Education	August 2021
Project Title: <i>The Role of the Library in the Teaching and Learning of Geography in Some Selected Senior High Schools in the Cape Coast Metropolis</i> / Professor Bethel T. Ababio, Advisor	

RESIDENCE LIFE AND HOUSING

Canisius University, Buffalo, NY	
Housing Coordinator, Student Life	September 2025 - July 2026
- Assist with the resident assistants' selection process - Tour buildings weekly to assess housekeeping, damage, or safety concerns - Coordinate asset management with housing assignments to include distribution, collection, and inventory of room keys, access rights, and access cards - Assisted with the marketing of housing selection by creating videos of accommodations - Compiled data from 23 geographically located institutions, comparing housing and meal costs	
University of Kansas, Lawrence, Kansas City	
Conference Coordinator, Summer Camps and Conferences	May 2025 - August 2025
- Coordinated with multiple departments to ensure smooth conference operations for over 60 unique conferences with participants ranging from 20 to 2000 - Supervised and supported a team of 6 Conference Assistants by providing real-time coaching - Ensured facilities were ready for the camps and conference guests - Served as a liaison for camps and summer guests - Utilized Microsoft Suite (Word, Excel) to organize billings for camps and conferences - Assisted in emergency response procedures and enforced policy compliance during guest stay - Served in an on-call capacity to respond to emergencies and incidents, following protocol and coordinating with the appropriate staff	

ADDITIONAL WORK EXPERIENCE

Canisius University, Buffalo, NY	
Graduate Assistant, Career Development Coordinator	August 2024 - May 2026
- Serve as a liaison between employers who want to connect with students - Collaborate in the planning and execution of events on campus - Use Handshake (a career management system) to create targeted emails, promote jobs, and upcoming career workshops and events on campus - Design engaging flyers and videos for marketing career events, leading to a rise in student engagement - Collect and analyse survey data to assess the effectiveness of career events and services - Assist students with information regarding jobs and internships - Create and facilitate internship workshops to guide students in understanding the need for internships in their career development - Support the Student Accessibility Services at Canisius due to staff transitions	

CAMFED Ghana, Accra, Ghana	November 2022 - May 2024
Learning Guide	
- Created peer mentoring initiatives that helped increase students' attendance rate to 60% annually - I assisted with locating students in underrepresented schools for the program, promoting diversity - Assisted students with study techniques and learning strategies that enhanced their academic performance - Facilitated connections between the community and schools to ensure students received support - Provided individualized support for students facing academic challenges - Organized and facilitated talks related to female education	

PROFESSIONAL AFFILIATIONS

Member , College Student Educators International (ACPA)	
Attended ACPA Conference, Baltimore, Maryland	
Secretary , HESA Graduate Association Executive Board	April 2025 - March 2026
- Assist in maintaining accurate meeting minutes and club records - Create professional development opportunities for all members	
Member , College Student Personnel Association of New York State (CSPA-NYS)	
Attended CSPA-NYS Conference, Rochester, NY	
Member , The Association of College and University Housing Officers-International	2024-Present
	October 2024

TRAINING AND CERTIFICATES

Mental Health First Aid	
Max Knowledge, LS101R-Do You Manage Or Lead?	
QPR Suicide Prevention Program	May 2026
	March 2026
	January 2025
INSTITUTIONAL AND COMMUNITY SERVICE	

CAMFED Ghana (Campaign for Female Education) , Accra, Ghana	August 2017 - May 2024
- Delivered health talks to high school students on personal hygiene - Provided young women with informational materials on child marriage and abuse	
University of Cape Coast , Cape Coast, Ghana, School for the Deaf and Blind	August 2019 - October 2021
- Took notes for students with disability - Assisted students with disabilities in locating campus resources	

SKILLS

Technical: Microsoft Office Suite; Google Suite; Program Assessment; Instrument Development; Data Analysis; Canva; Microsoft Office Teams and Outlook; CS Gold (Campus Card System), Conflict Resolution, Crisis Management, Web Card Center	
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CAYLA CAJILIG

Toronto, ON | caylacajilig@gmail.com | [LinkedIn](#)

EDUCATION

Master of Science in Education (M.S.Ed.), Higher Education Leadership & Administration (HELA) Canisius University Buffalo, NY GPA: 4.0/4.0 Student-Athlete: NCAA Division I Women’s Soccer	May 2026
Bachelor of Science (B.S.), Kinesiology University of Rhode Island Kingston, RI GPA: 3.8/4.0 Magna Cum Laude Student-Athlete: NCAA Division I Women’s Soccer	May 2025

HIGHER EDUCATION EXPERIENCE

Canisius University Buffalo, NY	
HELA Program Coordinator: School of Education and Leadership Studies	2025 - 2026
- Supported events, workshops, and website operations. - Collaborated on program evaluation and data optimization. - Coordinated program materials, course prep, and administrative operations.	
Athletic Facilities Coordinator: Koessler Athletic Center	2025 - 2026
- Supported Division I athletic facility and game-day operations in a fast-paced environment. - Officiated intramural competitions, ensuring rule compliance, safety, and efficient game flow. - Provided front-facing service to student-athletes, staff, and visitors to ensure a positive experience.	
Graduate Assistant: George E. Schreiner, '43 Pre-Medical Center	2025 - 2026
- Coordinated advising sessions and programming to enhance student engagement and retention. - Led communications across digital platforms to increase awareness of student resources. - Managed confidential records and application materials in compliance with institutional policies. - Advised students on academic planning and professional pathways, supporting success and goal attainment.	

TEACHING AND ADVISING EXPERIENCE

Canisius University Buffalo, NY	
Teaching Assistant: Research Methods in Sport	2025-2026
- Maintained academic records and upheld institutional policies. - Provided one-on-one and small-group support to enhance student learning. - Assisted students with research projects, including data collection and analysis. - Supported instruction and grading for undergraduate Research Methods in Sport course.	
Academic Tutor: Golisano Center for Student Success, Tutoring Center	2025-2026
- Adhered to professional tutoring standards and institutional academic support guidelines. - Maintained accurate and confidential records in compliance with Tutoring Center and institutional policies. - Provided individual and small-group tutoring to support student academic success across assigned subjects.	
University of Rhode Island Kingston, RI	
Student Athlete Tutor: Academic Advising for Academic Success	2023-2025
- Provided individualized academic support to Division I student-athletes. - Promoted time management, organization, and academic accountability. - Monitored academic progress to support NCAA eligibility and overall student-athlete success. - Developed tailored academic plans and learning strategies to enhance performance and retention.	
Durham Catholic District School Board Ajax, ON	
Educational Assistant: St. Jude Catholic School	Summer 2025
- Collaborated with teachers and staff to promote student engagement and learning. - Facilitated small-group learning activities to support early academic skill development. - Supervised students during daily activities and field trips while maintaining a safe environment. - Provided literacy and numeracy tutoring to Kindergarten–Grade 1 students in a summer learning program.	

LEADERSHIP EXPERIENCE

University of Rhode Island Kingston, RI	
Vice President (VP) Events Coordinator: Student Athlete Advisory Committee (SAAC)	2024-2025
- Led initiatives to enhance student-athlete engagement, leadership development, and overall experience. - Collaborated with athletic administrators to advocate for student-athlete needs and guide decision-making.	
Board Representative: Student Success Academic Support University College for Academic Success	2023-2025
- Represented student perspectives in monthly advisory board meetings. - Facilitated open dialogue among peers to identify concerns and inform student success programming. - Advocated for the academic needs and experiences of student-athletes within university support initiatives. - Collaborated with university administrators and staff to strengthen student success initiatives and academic support resources.	
Secretary: Student Athlete Advisory Committee (SAAC)	2023-2024
- Assisted in coordinating events and initiatives supporting the student-athlete community. - Recorded meeting minutes and maintained organizational communication among student-athlete representatives.	

Group Leader:	Student Athlete Orientation	2022-2024
	- Supported new student-athletes in transitioning to university and NCAA athletics. - Led orientation groups for incoming student-athletes, introducing academic expectations and campus resources	
Community Service Mentor:	Richmond Elementary School	2022-2023
	- Promoted positive role modeling, teamwork, and educational support. - Mentored elementary school students through athletics-based community engagement initiatives.	
Executive Board Member:	Student Athlete Minority Group	2021-2022
	- Led committee projects to enhance mentorship, resources, and community engagement. - Advocated for minority student-athlete needs, collaborating with university staff on initiatives. - Developed and executed programs supporting diversity, inclusion, and academic success for student-athletes.	
Pickering Football Club Pickering, ON		
Assistant Coach		2020-2022
	- Assisted with organizing and leading training sessions for youth soccer players. - Supported player development through skill instruction, drills, and game preparation.	
Multisport Camp Counselor		2018-2020
	- Assisted in organizing activities and skill development sessions. - Supervised youth participants in multisport camps, ensuring safety and engagement.	
Match Official		2016-2018
	- Officiated youth soccer games in accordance with league rules and sportsmanship standards. - Managed game flow and ensured player safety, resolving conflicts and enforcing rules fairly and consistently.	

PROFESSIONAL DEVELOPMENT, SKILLS AND CERTIFICATIONS

American College Personnel Association (ACPA): Member and National Conference Attendee (2026)

Mental Health First Aid Training: Compeer Buffalo (2026)

CPR/AED: American Heart Association (2025)

Student-Athlete Support Skills: NCAA/CAA eligibility monitoring and student-athlete support, academic advising and student success strategies, and student-athlete development and mentorship

Technical Skills: SPSS, Microsoft Office, Social Media platforms, Adobe Creative Suite, Google Workspace, iOS

Cognitive Behavioral Testing Skills: Woodcock-Johnson Tests of Cognitive Abilities (WJ-IV)

HONORS AND AWARDS

University of Rhode Island Kingston, RI		
Undergraduate Academic Excellence in Kinesiology		Spring 2025
Comeback Player of the Year Award		Fall 2024
Full Athletic Scholarship		2021-2025
Dean’s List and Honor Roll		2021-2025

Christopher Jackson

Cheektowaga, NY | (716) 601-8682

cjackson4505@gmail.com | [LinkedIn](#)

EDUCATION

Canisius University Buffalo, New York	
Master of Science in Higher Education Leadership and Administration (HELA)	May 2026
Thesis: The Shift to Adjunct Faculty: Examining Working Conditions and Implications for Student Development	
GPA: 4.0/4.0	
State University of New York (SUNY) Buffalo State University Buffalo, New York	
Bachelor of Arts in Psychology	May 2023
Minor: Theater	
Academic Program: Muriel H. Howard Honors Program	
GPA: 3.72/4.0	
SUNY Erie Community College Williamsville, New York	December 2020
Associate of Arts in Social Sciences	
GPA: 3.94/4.0	

HIGHER EDUCATION EXPERIENCE

Canisius University Buffalo, New York	
Event Coordinator: Office of Event Services	July 2024–May 2026
Managed logistics and operational planning for major institutional events, including Commencement, Open House, New Griff Orientation, and Ignatian Scholarship Day	
Planned and executed on-campus events for over 90 student clubs, overseeing event logistics, and policy compliance	
Supervised, mentored, and scheduled 13 work-study employees, fostering leadership and professional growth	
Represented the institution at high-visibility campus events, collaborating with campus leadership and community partners to ensure a welcoming and well-organized experience for students and families	
Operated and maintained audio-visual equipment, including microphones, monitors, soundboards, and lighting boards	
Daemen University Amherst, New York	
Graduate Intern: Career Services	August 2025–May 2026
Assisted in planning, implementing, and assessing career fairs and employer networking events	
Conducted structured interviews with 12 Alumni Association Board members to strengthen cross-departmental collaboration and align programming with workforce-relevant competencies	
Researched imposter phenomenon and professional identity development to inform evidence-based programming	
University at Buffalo Buffalo, New York	
Graduate Intern: Orientation, Transition and Parent Programs	June 2025–August 2025
Collaborated with professional staff to train and mentor 24 orientation leaders serving over 5,600 new students and families during summer programming	
Facilitated training segments for student staff, building skills in communication, confidence, and peer leadership	
Designed onboarding resources to ensure seamless intern transitions and operational continuity	

CAMPUS PROGRAMMING & ENGAGEMENT EXPERIENCE

Honors Ambassador: Muriel H. Howard Honors Program	April 2021–May 2023
Served as a liaison between honors students and program leadership, representing the interests of over 500 students	
Participated in recruitment events to incoming students to the program's offerings and opportunities	
Contributed to program development by providing recommendations for event planning, generating ideas for newsletter content, and supporting the creation of social media posts to enhance program visibility and engagement	
SUNY Buffalo State University Buffalo, New York	
Admissions Ambassador: Undergraduate Admissions Office	September 2021–May 2023
Contributed to large-scale recruitment events, engaging over 2,800 prospective students and 2,100 guests	
Offered valuable insights on academic programs and campus involvement during recruiting events	
Campus Mascot: Student Leadership and Engagement Office	July 2021–May 2023
Fostered a sense of school spirit and community with meaningful interactions during campus engagement events	

LEADERSHIP EXPERIENCE

Canisius University Buffalo, New York	
Graduate Student Association Treasurer: HELA–Graduate Association	March 2025–May 2026
Managed club finances, including budgeting, accounting, and maintaining accurate records	
Ensured compliance with university financial policies and provide regular updates to officers and advisors	
SUNY Buffalo State University Buffalo, New York	
Assistant House Manager: Casting Hall Productions	October 2021–May 2023
Managed front-of-house logistics for live theatrical productions, overseeing event flow and guest services operations	
Supervised five ushers to ensure efficient crowd management and facility upkeep during performances	
Vice President: Buffalo State Rowing Club	September 2021–October 2022
Collaborated with coaches to mentor new members, ensuring understanding of rowing regulations and techniques	
Spearheaded club recruitment efforts, including organizing events such as bringing a boat to campus and wearing the university mascot costume, leading to the addition of over 10 new members in the 2021–2022 academic year	
University Police Student Assistant Team Leader: University Police Department	January 2022–August 2022
Ensured a safe, inclusive campus environment by enforcing rules and policies in high-traffic areas	
Supervised and trained 20 student assistants with the program coordinator to ensure effective operations	

STUDENT DEVELOPMENT & ACADEMIC SUPPORT EXPERIENCE

SUNY Buffalo State University Buffalo, New York	
<i>Academic Coach & Content Specialist: Academic Center for Excellence</i>	January 2023–May 2023
Coached first-year students and student-athletes in learning strategies, time management, and academic self-efficacy to support persistence and academic success	
Delivered individualized academic coaching to strengthen course comprehension and build long-term study skills	
Collaborated with institutional competition coaches to facilitate weekly study halls serving over 70 students, promoting engagement, accountability, and a supportive academic environment	
<i>Honors Leader: Muriel H. Howard Honors Program</i>	August 2022–December 2022
Selected as an inaugural peer leader to mentor 150 incoming first-year honors students, providing academic and transitional support during their first semester	
Co-led first-year honors discussions with the Honors Assistant Director to help students adapt to university life	
<i>Orientation Leader: Student Leadership and Engagement Office</i>	Summer 2021 & 2022
Facilitated orientation for over 2,000 new students, in-person and virtually, supporting academic and social transition	
Delivered presentations and led small-group discussions on belonging, academic success, and student engagement	
Mentored and co-trained over ten orientation leaders to enhance team effectiveness and student experience	

CERTIFICATIONS

Canisius University Buffalo, New York	
<i>QPR Suicide Prevention Gatekeeper Certificate</i>	February 2026
<i>Adult Mental Health First Aid – National Council for Mental Wellbeing</i>	February 2025

CONFERENCE ATTENDANCE

<i>WNY Advising Conference – WNY Advising</i>	June 2026
<i>American College Personnel Association – College Student Educators International (ACPA)</i>	April 2026
<i>College Student Personnel Association – New York State Inc. (CSPA-NYS)</i>	October 2024

HONORS

SUNY Buffalo State University Buffalo, New York	
<i>Mildred Campbell Leadership Award</i>	May 2023
Awarded for distinguished leadership and campus-wide impact among over 6,500 students	
<i>Zachary John Beveridge '08 Scholarship</i>	June 2022
Honors demonstrated compassionate leadership through service engagement and community involvement	
<i>Alumni Legacy Scholarship</i>	June 2022
Presented for sustained leadership and multigenerational commitment to the institution	

MELVIN OMARI MENSAH

Buffalo, NY | (716) 697-6326 | melvinomarimensah@gmail.com | [linkedin.com/in/melvin-omari-mensah](https://www.linkedin.com/in/melvin-omari-mensah)

EDUCATION

Master of Science in Education (M.S.Ed), Higher Education Leadership and Administration

Canisius University | Buffalo, NY

May 2026

Bachelor of Education (B.Ed), Management

University of Cape Coast | Cape Coast, Ghana

August 2023

HIGHER EDUCATION AND STUDENT AFFAIRS EXPERIENCE

Graduate Assistant: Tutoring Center, Center for Student Success

August 2024 - May 2026

Canisius University | Buffalo, NY

- Managed daily operations and supervised student staff, addressing operational issues to ensure consistency of services
- Assisted with tutor recruitment, hiring, training, scheduling, and supervision by coordinating tasks and staff development
- Planned and facilitated academic workshops on time management, note-taking, study skills, and exams preparation
- Oversaw the center's webpage and updated content, including creating social media updates and signage
- Coordinated tutor appreciation events and collaborated with faculty to obtain supplemental academic resources
- Supported leadership transition by assuming additional responsibilities to maintain center operations until new leadership was in place

Assessment Intern, Student Conduct and Community Standards

August 2025 - May 2026

Buffalo State University | Buffalo, NY

- Extracted and analyzed student conduct data from Maxient Case Management software to prepare weekly and monthly reports
- Tracked case progress and timeliness to provide insights for assessment and decision-making
- Collaborated with the Associate Dean of Students to inform strategies for improving student reports and assessment

Residential Program Coordinator, Boston College Experience (BCE)

June 2025 - August 2025

Boston College | Chestnut Hill, MA

- Collaborated with leadership to coordinate the daily operations of residential components of a pre-college program
- Supervised and trained a team of Program Assistants, guiding student support, crisis response, and policy enforcement
- Led a team in designing and implementing student orientation, community-building activities,
- Oversaw student conduct processes, including policy violation meetings, and curfew management,
- Coordinated and executed nightly programming and weekend excursions to foster engagement and community development
- Responded to student crises and emergencies, activating appropriate protocols and collaborating with campus partners
- Maintained accurate records, confidential student information, and daily program logs
- Collaborated with Resident Program Manager and Assistant Director to ensure smooth program operations, from training to move-in/move-out
- Supported BCE social media and communication efforts through content review and event promotion

Resident Assistant & Hall Student Leader (JCRC)

August 2022 - July 2023

Oguaa Hall (1024 capacity student dormitory), University of Cape Coast | Cape Coast, Ghana

- Collaborated with hall management to foster a safe and supportive residential environment, promoting student well-being
- Planned and coordinated residential activities and programs to enhance student engagement and foster a sense of community
- Assisted with check-in and orientation of students into the residential hall
- Handled crisis, including health issues, accidents, or other emergencies

TEACHING EXPERIENCE

Teaching Assistant: Department of Business and Social Sciences Education ,

November 2023 - June 2024

University of Cape Coast | Cape Coast, Ghana

- Assisted the professor in preparing course materials, presentations, and lesson plans to support effective teaching
- Graded student assignments and exams under the professor's supervision, ensuring fairness and timely feedback
- Held office hours to provide individualized academic support and clarify course concepts for students
- Supported the professor's research and administrative tasks, including literature reviews and data organization
- Supported a caseload of students with their undergraduate research projects

Field Experience in Teaching: University of Cape Coast

January - April, 2023

Elmina Senior High School | Elmina, Ghana:

- Created lessons on preparation for the national exam required for a high school diploma
- Organized workshops for final-year students on career pathways and university study programs
- Provided academic mentorship to 8 students who needed mentorship support

SKILLS

- Software:** Google Workspace, Microsoft Office Suite, Canva, SPSS, Qualtrics, Maxient Case Management
- Professional Skills:** Team Building, Supervision, Event Coordination, Workshop Planning and Facilitation, Collaborative Learning Facilitation, Student Support and Leadership, Community Engagement, QPR (certified)

PROFESSIONAL MEMBERSHIP

American College Personnel Association (ACPA)

Member and Conference Attendee

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

Member and Conference Attendee

PRISCILLA NTIAMOAH

Buffalo, New York | 716-303-9594 | priscillantiamoah97@gmail.com<https://www.linkedin.com/in/priscilla-ntiamoah>

EDUCATION

Master of Science in Ed., Higher Education Leadership and Administration May 2026
Canisius University, Buffalo, New York

Bachelor of Commerce in Human Resource Management August 2023
University of Cape Coast, Cape Coast, Ghana
GPA: 3.6 (Scale 4.0)

HIGHER EDUCATION EXPERIENCE

Berklee College of Music & Boston Conservatory at Berklee, Boston, MA June 2026 – Present
Student Life Assistant Manager, Division of Pre-College, Online, and Professional Programs

- Supervise and support Student Life Operations Assistants throughout summer programs including training, scheduling, performance management, and daily operational oversight.
- Plan and implement co-curricular programs, community-building events, and off-campus excursions that enhance student engagement and overall program experience.
- Serve as Administrator-on-Call, responding to student concerns, emergencies, conduct incidents, and parent communications while collaborating with campus partners and crisis response teams.
- Oversee key and resource management operations, including check-in/check-out procedures and inventory tracking

University at Buffalo, Buffalo, NY
Graduate Intern, Community & Civic Engagement, Student Engagement September 2025 – May 2026

- Developed marketing for Community & Civic Engagement (flyers, posters, A-Frame signs) to promote student involvement opportunities
- Assisted with planning and implementing large-scale student engagement and service-learning programs
- Tracked student participation data to support assessment and program improvement
- Provided mentorship and support professional development of student staff members in the department

Rhode Island School of Design, Providence, RI
Pre-College Resident Director, Residence Life Office June 2025 – August 2025

- Planned and implemented training programs for Pre-College Resident Advisors (RAs) in collaboration with Area Coordinators
- Supervised and mentored a team of four RAs through one-on-one meetings, performance feedback and professional development
- Developed and facilitated a residential curriculum promoting community engagement, personal growth, and academic success
- Served as a conduct officer and communicated standards of behavior to students through student conduct meetings, administering appropriate outcomes, and/or provide referral for students as warranted.
- Coordinated administrative operations, including health and safety inspections, opening and closing of facilities, and maintenance requests.
- Served in a rotating on-call system providing evening and weekend crisis response and support for 550 precollege students on campus

Canisius University, Buffalo, NY
Graduate Assistant, Center for International Education August 2024 – May 2026

- Provided individualized advising to undergraduate and graduate international and study abroad students on course selection, academic planning, and program requirements
- Coordinated and deliver orientation, pre-departure, re-entry, and information sessions to support international students and study abroad students’ transition and academic success.
- Collaborated with campus partners to plan engagement programs that enhance student belonging, retention, and involvement
- Promote and coordinate campus study abroad information sessions, programs and initiatives

TEACHING AND MENTORING EXPERIENCE

University of Cape Coast, Department of Human Resource Management, Ghana
Teaching Assistant November 2023 – July 2024

- Collaborated with supervisor to prepare and organize teaching materials
- Ensured classroom resources are available and set up for effective learning
- Evaluated and graded assignments, exams, and projects in a timely manner
- Provided constructive feedback to students on their academic performance
- Offered individual or group tutoring sessions to address students' questions or concerns

- Peer Mentor**

October 2021 – August 2023
- Assisted peers in developing essential skills such as time management, study skills, and effective communication
 - Provided one-on-one mentoring to peers, offering guidance on academic matters
 - Demonstrated leadership skills by serving as a positive role model
 - Collaborated with peers to identify short-term and long-term goals and develop action plans to achieve them

LEADERSHIP EXPERIENCE

- Canisius University, Buffalo, NY

Vice President for Communications and Professional Development,HigherEducationLeadership Administration
Graduate Association (HELA-GA)

March 2025– March 2026
- Recorded and maintainedminutes,records,andorganizationaldocumentsforExecutive Board and General Body meetings
 - Managed and maintainedcommunicationandsocialmediaplatformsforHELA-GA members
 - Designed and implementedprofessionaldevelopmentprogramstomeetmemberneeds and enhance career readiness
 - Coordinated professional developmentinitiatives,includingannualheadshotsandworkshops
 - Conducted outreach to assess studentinterestsandstrengthenengagementwithinthe HELA program

PROFESSIONALAFFILIATIONS

The College Student Personnel Association of NewYorkState(CSPA-NYS)	2024 – 2025
Comparative and International Education Society	2025 – Present
American College Personnel Association (ACPA)	2026 – Present

SKILLS

- | | | |
|--|--|--|
| <ul style="list-style-type: none">Google SuiteMicrosoft Office SuiteCanvaData tracking & Assessment | <ul style="list-style-type: none">MentoringEffective CommunicationCrisis ManagementEvent coordination | <ul style="list-style-type: none">LeadershipAttention to detailsTeamworkTime management |
|--|--|--|

NANA AKOSUA OFORI AMANFO

Buffalo, NY | (716) 951-2660 | akosua.oforiamanfo1@gmail.com
www.linkedin.com/in/nana-akosua-ofori-amanfo

EDUCATION

Canisius University Buffalo, New York, USA	
M.S.Ed. Higher Education Leadership and Administration (HELA)	<i>Expected May 2026</i>
University of Professional Studies, Accra, Ghana	
Bachelor of Science, Accounting	<i>August 2018</i>

HIGHER EDUCATION EXPERIENCE

Canisius University, Buffalo, New York	
Graduate Assistant, Outreach Coordinator, Counseling Center	<i>August 2024 - Present</i>
- Develop, implement, and promote mental health outreach programs - Coordinate campus-wide training for QPR Suicide Prevention and Mental Health Screening Day - Organize and manage Stressless Day events to promote student well-being - Assess programming and create a report summarizing initiatives - Design promotional materials for departmental programs and services - Manage social media accounts and update the website	
Graduate Intern & Academic Mentor, Academic Mentoring and Retention	<i>August 2025 - Present</i>
- Mentor first-year at-risk students in collaboration with Academic Retention staff - Co-facilitate planning, implementation, and delivery of academic workshops - Monitor first-year student progress and track completion of academic requirements - Provide administrative support for First-Year Experience program operations - Educate students on and refer to campus resources	
Barnard College, Columbia University, New York, New York	
Summer LEAD, Summer Conferences	<i>May 2025 - August 2025</i>
- Oversaw guest check-in and check-out procedures; managed the distribution of room keys and ID - Participated in on-call duty rotation for summer residents. - Collaborated with campus partners, including Dining Services, Facilities, and Residence Life, to address issues. - Operated ID card system; issuing temporary IDs and maintaining accurate logs and records. - Maintained and updated access rosters, responded to reports of lost/damaged keys and IDs, and documented incidents and shift activities for accountability.	

WORK EXPERIENCE

Lotus Educational Centre, Accra, Ghana	
Teaching Assistant and Tutor	<i>August 2015 - June 2024</i>
- Designed and implemented lesson plans to accommodate the learning styles of diverse students - Provided over 40 students with after-school tutoring and homework support - Participated in professional development sessions for continuous learning and enhancement - Taught over 50 first and second-grade students to read using Jolly Phonics	
Assistant Administrator	<i>November 2019 - June 2024</i>
- Handled customer complaints and resolved issues in the absence of the director - Monitored and tracked usage of supplies, identifying areas to optimize cost and minimize waste - Maintained accurate records of supplies, usage, and orders, providing reports to management	

LEADERSHIP AND VOLUNTEER EXPERIENCE

HELA Graduate Association, Canisius University, Buffalo, New York	
Vice President, Programming and Events	<i>August 2025 - March 2026</i>
- Help to uphold HELA Graduate Association traditions and build a welcoming, connected community for graduate students - Plan and organize major social events like the Welcome Back and Fall Social, and Holiday Party. - Collaborate with Board members to organize community service	
Vice President for Communication and Professional Development	<i>October 2024 - May 2025</i>
- Organized professional development programs for members - Managed social media accounts - Conducted Outreach to gauge student interest in the HELA program	
Volunteer Advocate, Sexual Assault Awareness Month Campaign, Title IX Office	<i>April 2025, 2026</i>
- Contributed to a survivor-centered approach by fostering safe, inclusive spaces and amplifying support efforts through outreach and peer engagement - Promoted campus-wide education and advocacy - Shared key resources to raise awareness around sexual misconduct prevention and response	

RESEARCH IN PROGRESS

Master’sThesis: *The Impact of Socio-Cultural Adjustment on the Emotional Well-Being of African International Students.*

Canisius University, Department of Teacher Education and Leadership
Advisor: Dr. Patrick McDonald

Aqualitativeinquiry exploring thelivedexperiences, stressors,and coping strategies that shape the emotionalwell-being ofAfrican international students as they navigate sociocultural adjustment.

PRESENTATIONS

- Presenter,** IgnatianScholarshipDay, **Canisius University**,Buffalo, New York*April 2026*
“TheImpactofSocio-CulturalAdjustmentontheEmotionalWell-Being of African International Students”
- Presenter,** StudentLeadershipConference, **CanisiusUniversity**, Buffalo, New York*August 2025*
“FromSurvivingtoThriving:Self-CareasaToolforMentalHealth”
- Presenter,**SummerInternshipTraining, **BarnardCollege** ,NewYork, New York*May 2025*
“StressManagement”
- Panel Member, HELA Graduate Association***February 2025*
 - Offeredguidanceandinsightstosupportnewstudents’transition, addressing questions

SERVICE TO THE UNIVERSITY

TitleIXCoordinatorSelection Committee
CounselingCenterSelection Committee for Graduate Assistant
LibraryAdvisoryCommittee
AssessmentandCommunication Committee

TRAINING AND CERTIFICATIONS

- QPR (Question, Persuade, Refer)SuicidePreventionTraining*September 2025*
- HazingAwareness and PreventionforStudents*February 2026*
- MentalHealth First Aid Training*May 2026*

MEMBERSHIP AND AFFILIATIONS

- American College Personnel Association (ACPA), Baltimore, Maryland
College Student Personnel Association of New York State (CSPA-NYS), Rochester, New York.
- Volunteer, introduced presenters to support session flow.
- Association of College and University Housing Officers-International (ACUHO-I)
Delta Gamma Chapter: Tri-Alpha First-Generation Honor Society

Jenna Quinn

Buffalo, NY | JennaQuinnRE@gmail.com | (347) 685-5217 | <https://www.linkedin.com/in/jenna-quinn116>

EDUCATION

Canisius University, Buffalo, NY

Master of Science in Education, Higher Education and Leadership Administration, expected May 2026

• *College Student Personnel Administration - New York State (CSPA-NYS) Outstanding Graduate Student* October 2025

University at Buffalo

Bachelor of Arts in Psychology and Sociology, May 2024

- *Portfolio: <https://sway.cloud.microsoft/mUavzvcRQWbr6jzb?ref=Link&loc=play>*
- *Ora Gresham Award for Outstanding Community Initiatives, May 2024*
- *Community Conversation of the Year, May 2023*

HIGHER EDUCATION EXPERIENCE

Berklee College of Music & Boston Conservatory, Boston, MA

Department of Housing and Residential Education, May 2026-present

Resident Director, May 2026-present

- Recruit, train, and supervise 10 RAs and 1 Lead RA. Conduct weekly meetings to review goals, discuss hall issues, and support staff development. Train RAs on high-impact practices that promote holistic student growth.
- Partner with the academic mission by creating learning goals and educational strategies.
- Serve in a 24/7 "Primary-On-Call" rotation.
- Act as a Hearing Officer, adjudicating cases and assigning sanctions to uphold community standards and safety.
- Collaborate with New Student & Family Programs and Music Business departments to design co-curricular activities and manage recruitment for First Year Experience and Artist Development specialized housing communities.
- Conduct weekly building walk-throughs, manage room condition reports, and coordinate with Facilities for maintenance and safety.

Canisius University, Buffalo, NY

Department of Student Affairs, August 2024 - present

Leadership Development Coordinator Graduate Assistant, August 2024-May 2026

The Center for Student Engagement and Leadership Development

- Coordinate 70 events yearly centered on both engagement and leadership development
- Lead the planning and execution of 20 tradition events including Welcome Week(s), Griff Weekend, Griffmas, the 100 Days Party, De-Stress and Make a Mess, Griff Fest, and Senior Week
- Advise Student Government Senate, composed of five executive members, 24 senators, and six cabinet members
- Support the development and recognition of 300+ student leaders, including student-run organization members, Residential Assistants, Orientation Leaders, and Student Government members
- Lead the coordination of 4 Leadership Retreats, 2 Leadership Conferences, and 2 Recognition Events
- Supervise student staff event planning through the Griff-Flix movie screening series
- Approve content and schedule space for all club and student organization events
- Introduce new students to the CampusGroups engagement platform through the Griff201 FYE course
- Maintain 25 hours a week in the Center for Student Engagement and Leadership Development

On Call Hall Director, August 2025-May 2026

Office of Residential Experience

- Aid in the development and facilitation of Residential Assistant training
- Supervise and support Residential Assistants on duty
- Aid in emergency and medical transport procedures, including coordination with the office of Campus Safety and the Buffalo Police Department to ensure student safety
- Serve on a 24/7 on call rotation
- Follow up with students and staff post-incident to ensure holistic care and development

Alumni Mentorship Program Curriculum Design Intern, September 2025 - May 2026

Office of Student Life, Office of Alumni & Constituent Engagement

- Design a flexible curriculum to strengthen alumni affinity and engagement through student-centered service
- Select and match 10 students with members of the University Alumni Board
- Design 10 collaborative meeting activities for mentorship pairs focused on personal growth, professional development, network growth, and navigation of life after graduation
- Create auxiliary materials including Mentee/Mentor Profile Sheets, Mentorship Agreement, and Post-Meeting Surveys
- Assess the effectiveness and scalability of the program through participant feedback, reflection, and post-program follow-up

SUNY Fashion Institute of Technology (FIT), New York, NY

Office of Residential Life, May-August 2025

Assistant Residential Education Coordinator, May – August 2025

- Co-supervised and provided on-going evaluation for a staff of 6 Summer Conference Assistants
- Developed and facilitated training activities, staff meetings, and professional development opportunities as needed • Coordinated check-in and check-out procedures, opening and closing of residence halls, programming purchasing and budget reconciliation
- Managed operational and logistical aspects of summer groups including but not limited to accommodations, room turnover, internet, key preparation, and ID card access
- Assisted with the development and implementation of residence hall policies
- Served as a Supervisor on Call in the 24/7 crisis management response on-call rotation, assisting with emergency and medical isolation procedures, and student support follow up

SUNY University at Buffalo, NY

Office of Campus Living, September 2021-August

2024 Summer Resident Advisor, May 2024 –

August 2024

- Served as a campus and community resource for both conference guests and summer school students
- Completed conflict mediation and resolution for troubled guests
- Made referrals to professional staff and on campus/local resources as appropriate
- Documented incidents in Maxient as appropriate
- Served on a 24/7 on-call rotation

Resident Advisor, September 2021 – May 2024

- Assisted in upholding the Community Standards within the Guide to Campus Living by enforcing and adhering to all University and Campus Living policies, rules, regulations, and guidelines, including timely reporting of incidents to the appropriate designees
- Assisted with special projects and large-scale campus events (i.e., Open House, Summer Welcome, RA/AA Selection Process, Homecoming)
- Assisted with hall administration including but not limited to occupancy/vacancy reports, floor evaluations, program proposals, checkpoint forms, Maxient incident reports, Erezlife on-call forms, health and safety inspection forms, and RA selection reference forms
- Served on a 24/7 on-call rotation

EXTRACURRICULARS

Canisius University, Buffalo, NY

Clubs and Organizations, March 2025 - present

***Higher Education and Leadership Administration (HELA) Graduate Association
President, March 2025-Present***

- Served as an advisor to the Vice Presidents
- Designed and implemented alumni outreach and networking opportunities
- Created professional development opportunities for all members
- Co-Chaired the Assistantship Committee with the following President-Elect
- Conducted outreach to gauge student interest in the Higher Education and Leadership Administration (HELA) program

Omicron Delta Kappa (ODK) National Leadership Honor Society

- Demonstrate leadership through the pillars of Academics and Research, Athletics, Service to Campus and Community, Communications, and Creative and Performing Arts

SKILLS

Computer software/frameworks: Adirondack Housing Director, Advocate, Adobe Suite, Campus Groups, Canva, Google Workspace, Maxient, Microsoft Office, Presence, Qualtrics, StarRez, 25 Live

Index of Functional Area Interest

Assessment and Institutional Research

- Christopher Jackson
- Melvin Omari Mensah
- Nana Akosua Ofori Amanfo

Career Services

- Ellen Acquah

Housing and Residential Life

- Ellen Acquah
- Priscilla Ntiamoah
- Jenna Quinn

Multicultural Student Programs and Services

- Priscilla Ntiamoah

Academic Advising and Student Success

- Ellen Acquah
- Cayla Cajilig
- Melvin Omari Mensah
- Priscilla Ntiamoah

Civic Engagement and Service Learning Programs

- Christopher Jackson
- Jenna Quinn

International Student Programs and Services

- Priscilla Ntiamoah

New Student Orientation and Family Programs

- Christopher Jackson
- Priscilla Ntiamoah

Enrollment Management (Admissions, Financial Aid)

- Christopher Jackson
- Melvin Omari Mensah
- Nana Akosua Ofori Amanfo

Athletics

- Cayla Cajilig

Health and Wellness Programs and Services

- Cayla Cajilig



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