

# Mandy B. Stasiek

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## Core Skill Set

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- **Communication:** Strong verbal and written communication abilities. Interact professionally, interpersonally, and inclusively with diverse staff and student populations.
- **Technology:** Microsoft Office Suite, WISDM, UWBI, My UW, ImageNow, QuickBooks, Qualtrics, E-Reimbursement, Google, TAM, Connect, PeopleSoft, Hyperion, Navigate, Handshake, StoutCloud, Salesforce, Canva, and Canvas
- **Budget/Financial:** Strong skills in documenting, investigating, projecting, referencing, compiling, interpreting, and reporting financial data while applying necessary discretions and accuracy
- **Strength Finder:** Input, Ideation, Futuristic, Maximizer, Intellection

## Employment

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### University of Wisconsin-Stout

#### Student Support Services (SSS)

##### *Financial Literacy Coach*

*September 2020 - Present*

##### *Advisor*

*September 2019 - Present*

- Advise caseload of 65 students as primary holistic advisor in areas of academic coaching, student success development, career planning, and personal counseling for students who meet first-generation, low-income, or disability eligibility
- Provide financial literacy education to students including but not limited to understanding tuition statement, budgeting, credit cards, credit scores, taxes, cost of living, savings, negotiating salary & benefits, leases and utilities, food plan management, study abroad, savvy consumerism, and creating financial goals, and scholarships
- Financial literacy services and individual appointments available to 430 students and assist in their understanding of educational costs, personal expenses, budgeting, debt and earning potential, and scholarship assistance
- Create financial wellness programming including workshops, financial wellness plan, promoting iGrad, weekly newsletter submissions, and individualized student emails
- Serve as liaison to Financial Aid and Business Offices to obtain the status of SSS student's aid, submission of forms, Satisfactory Academic Progress (SAP), and determining outstanding balance/refunds
- Assist undergraduate students with the financial aid application process and procedures, scholarships and grants, loan repayment options, loan exit counseling, and applying for post-baccalaureate degree financial aid
- Coordinate referrals for SSS participants including, but not limited to peer and/or professional tutoring, course advisement, financial services, career coaching, time management, self-advocacy, study skills, cultural and leadership workshops, self-care, and accessibility service
- Help students identify their Individual Student Success Plan (ISSP) goals, their barriers to those goals, and their plan to accomplish their goals
- Monitor student progress and maintain detailed and accurate student records
- Continued commitment to equity, diversity, and inclusion through professional development opportunities

#### Student Support Services (SSS)

##### *Office Manager*

*October 2018-September 2019*

- Implement office policies and procedures established by the Dean of Students, Associate Dean of Students, and the Grant Director following state, federal, and UW-Stout guidelines
- Reconcile federal grant budgets and Fostering Success budgets using WISDM and within the regulations of federal grant policy and UW-Stout purchasing procedures
- Supervise, train, and provide on-going professional development to student workers
- Use discretionary judgment in handling sensitive and confidential matters including personnel issues, maintains and files correspondence of highly confidential nature (including matters that relate to possible legal and/or disciplinary action, salary recommendations, promotions/contract renewals/non-renewals).
- Verify expenditures and accounting postings to determine accuracy and appropriateness on a timely basis
- Respond to external and internal stakeholders, officials, and agencies requesting assistance or making requests
- Maintain schedule of all standing meetings for Grant Director; prepares materials as needed. Notify appropriate personnel of deadlines and appointments
- Assist Grant Director and staff in planning, coordinating, and attendance at program events
- Ensure accurate and complete reporting data required by funding agency, to assist with program evaluation and completion of needed reports

- Contact appropriate personnel in Human Resources, the Business Office, Research Services, and ASA Accountant to resolve budget and personnel issues
- Utilize RSD/Data Warehouse, Microsoft Office Suite, UWBI, Connect, WISDM, Access Stout, Blumen software system, Adobe Illustrator, My UW (for student worker timesheets and approvals)

### **Business Management Online Program w/Dr. Surdick**

#### ***Internship Mentor***

***September 2017-Present***

- Mentor students for INMGT 489-Business and Industrial Internship as they create a professional final project
- Monitor each student's project charter and 330 hours stretch assignment along with industry mentor
- Develop, design, and collaborate to enhance curriculum and learning objectives such as diversity and global cultural initiatives
- Create workplace soft skills rubrics for professional growth measurement including verbal and written communication, critical thinking, and teamwork
- Implement advisory board feedback into internship objectives
- Analyze, evaluate, and assess business management program retention data
- Implement retention initiatives such as online student community in Microsoft Teams, gamification in portfolios, employer tuition reimbursement, and credit for prior learning

### **Operations & Management Department**

#### ***Academic Department Associate, Operations & Management***

***September 2016-October 2018***

- Analyze and evaluate the department's operational effectiveness for: financial management, hiring searches, course offerings, faculty workload, department needs, student payroll, student evaluations, and travel reimbursement
- Operate campus technology such as Access Stout, My UW, WISDM, Hyperion, E-Reimbursement, and D2L
- Account administrator for general operating department funds for the Operations & Management academic department.
- Manage 26 funding strings
- Prepare, review, and maintain department accounting records by compiling financial and productivity data for reports, budgets, and proposals
- Hire, train, and supervise student workers, build their professional experience
- Input and maintain term residential and online courses for student registration
- Prepare faculty/staff recruitment and hiring materials
- Create department contracts, overload payments, and graduate assistantship requests
- Monitor and process unclassified, university staff, and student payrolls

### **Rasmussen College Lake Elmo/Woodbury Campus**

Lake Elmo, Minnesota

#### ***Advisor***

***November 2014-September 2016***

- Responsible for advising 140-190 online students in realms of academics, policy, procedure, financial aid, career services, and academic resources utilizing a one-stop shop model
- Exemplified consistent improvement of retention year over year and quarter over quarter and consistently outpace historical retention rates
- Organize and assist in proactive retention initiatives such as student orientation, video messaging, advising weekly guide, on-campus events, off-campus events, career fairs, and award ceremonies
- Coordinate with admissions, career services, academic and record departments to enhance overall student experience
- Responsible for student scheduling with consideration for student academic progress, prerequisites, prior fails, course substitutions, financial aid, course drops, and credit load
- Monitor degree progress audits to confirm students are tracking to graduation
- Stay current on college, accreditation, and programmatic policy changes, and ensure students are meeting all standards
- Respond to student concerns regarding academic warning, instructor concerns, aspects of financial aid, program changes, and at-risk scenarios

#### ***Administrative Assistant to the Manager of Student Records***

***April 2013–November 2014***

#### ***Student Records Coordinator Interim***

***May 2014-September 2014***

- Assist with end-of-term processes including, but not limited to grade entry and missing grades, GPA calculation for Dean's/ Honors awards, double and triple fail course identification using export to Excel features
- Assist with Satisfactory Academic Progress calculations including both GPA (grade point average) calculations and CCR(course completion rates)
- Assist in the day-to-day management and prioritization of student work studies while planning schedules, time-off, work management binder, training, interviews, calendar, and executing a student work study development program
- Attended several FERPA training sessions to ensure maintenance of an eminent level of ethical behavior with the highest regard for confidentiality in aspects of medical, financial, and personal information of students and families
- Assist student advisors with monitoring our attendance policy for online and residential classes, including

student outreach in emails, phone calls and letters while enforcing a 7-, 10- & 14-day attendance policy

- Actively participate in Lake Elmo/Woodbury Diversity Club doing research, conducting interviews, creating bulletin boards, and planning campus activities

### **School District of Spring Valley**

Spring Valley, Wisconsin

*Elementary Administrative Assistant*

*Volunteer Coordinator*

*August 2005–April 2013*

*August 2005–August 2008*

- Improve office efficiency with computer technology team while implementing and encouraging use of summer school student management module, allowing parents to schedule their child's summer school classes online, lessening the need for paper copies and an additional paid office aide
- Organize and sustain operations of finance while creating purchase orders with financial management software, preparing cash receipts and bank deposits, and managing four elementary activity accounts
- Process orders with precise communication with supply vendors, requesting product samples, analyzing quotes concerning cost, product quality, durability, and suitability
- Serve as community liaison between principal, parents, school employees, community, students, and taxpayers while identifying concerns and sharing resolution ideas to help determine the best course of action for all parties involved and affected
- Recruit, schedule, and manage elementary parent and community volunteers
- Generate and interpret correspondence between staff, parents, students, volunteers, community, and vendors in the form of handouts, handbooks, calendars, and newsletters
- Create publications for press regarding current elementary events, upcoming events and staff achievement articles for the Pierce County Herald and the Spring Valley Sun

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### **Education and Training**

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- Master of Student Affairs Administration, University of Wisconsin-La Crosse, May 2019
- University of Wisconsin - Eau Claire
  - Bachelor of Arts in Comparative Religious Studies, Cum Laude
  - Topical Minor in Cultural Economics
- Numerous UW-Stout EDI and Professional Trainings
- Meyer-Briggs Type Indicator Training (MBTI Step I), May 2020
- Strong Interest Inventory Certification, August 2020

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### **Professional Involvement and Recognition**

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- UW-Stout Chancellor's Academic Staff Award for Excellence Academic Year 2022-2023
- WI Association of Educational Opportunity Program Personnel (WAEOPP)
  - Treasurer 2022-Present
  - Finance Committee Co-Chair 2021-Present
- UW-Stout SEP Finance & Financial Aid Committee 2021-Present
- UW-Stout Tuition Reimbursement Committee 2021-Present
- UW-Stout First Generation Celebration Planning Committee 2019-Present
- UW-Stout Financial Wellness Group 2018-Present
- UW-Stout ImageNow Committee 2016-2018
- Rasmussen College selection for 2016 Emerging Leaders Cohort April 2016–September 2016
- Emerging Leaders Professional Development Selectee for Lake Elmo Campus March - October 2015
- Employee of the Quarter Fall 2013
- Groups at Rasmussen College: Diversity Club member, Book Club, Graduation volunteer, Career Fair volunteer, Fun Committee member (we planned fun campus activities), several off-campus training events, college promotion events at the State Fair and MN Twins game, and a government event at the Minneapolis Convention Center

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### **Community Involvement**

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- Spring Valley High School Sports DJ (football, basketball, baseball) 2019-Present
- Menomonie High School Volleyball League 2012-Present
- Spring Valley High School Scholarship Committee 2005 and 2017