

AMANDA SIALOFI

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Professional Summary

Experienced higher education professional committed to fostering meaningful relationships and prioritizing student well-being. With a proven track record of creating supportive learning environments, I am dedicated to cultivating positive student culture and facilitating academic growth. Motivated by a passion for student success, I am eager to leverage my strong work ethic, meticulous attention to detail, and exceptional organizational abilities to contribute effectively to team objectives.

Skills

- Data collection
- Grants & Budget Management
- K-12 Programming
- Safety & Title IX
- Policies & Procedures
- Academic Intervention
- Grant reporting
- Project Management
- Program | Curriculum Development
- Student Development
- Behavioral Management
- Adaptability
- Good listening skills
- Verbal and written communication
- Training & Development
- Leadership & Mentorship
- Computer skills
- Relationship building

Work History

Dean of Administration

10/2023 to Current

Ilisaġvik College – Utqiaġvik, AK

- Provide leadership and supervision for the general operations of the College, including, but not limited to the following programs: Maintenance & Operations, Information Technology, Marketing, Compliance & Safety, Travel, Front Desk, and the Bookstore.
- Acts as Ilisaġvik College's Safety Officer and works closely with the safety and compliance staff to implement and ensure the Emergency Action Plan is updated annually and instituted college wide.
- Ensures Long Term Facilities Management Plans are updated annually, facilitates meetings, and presents to Board of Trustees as requested by the President.
- Assists in facilitation of moving the College forward in accomplishing the Board's goal for the planning, fundraising, and development of a new campus facility.
- Oversees employee housing leases for lessors (landlords) and lessees (employees). Maintains leases, invoices, and various documents. Works with the Director of Maintenance & Operations to ensure overall management.
- Collects information and compiles data for reports as required by policies and regulations; prepares and submits various reports as required (i.e. property inventory, leases, insurance claims, and strategic reports).
- Manage the division's annual budget and works closely with department leads to ensure fiscal oversight.

Director of Covey Academy

05/2022 to 10/2023

Covenant House Alaska – Anchorage, AK

- Assist in the creation of a career exploration Academy that provides housing to under-privileged young adults across the state of Alaska.
- Develop Academy programs with both established and new community partners.
- Create job descriptions for Academy staff and work with HR to recruit, hire, and train staff.
- Provide direct supervision to Academy program coordinators.
- Participate in the development and management of the Academy budget.
- Participate in the review, development, and implementation of program policies and procedures.
- Serve on and act as a member of the Directors Leadership Team.
- Analyze data to track outcomes to help inform program design and decisions.
- Assist with CHA overall strategic plan to include sustainability for Academy.

Special Projects Coordinator

04/2021 to 07/2022

Iñisagvik College - Remote

- Assist and support new Dean of Students with onboarding to include community tour, connecting with partners, budget orientation, and review of SOP.
- Provide bi-weekly check-ins with the Dean of Students and student services staff as needed for strategic planning, problem solving and or brainstorming.
- Assist with summer camp planning and student orientation for distance students.

Advocacy Program Manager

03/2021 to 04/2022

Alaska Native Justice Center – Anchorage, AK

- Maintain close coordination, collaboration, and monitoring of participants to ensure support and assistance aligns with program services.
- Supervise, provide leadership and oversight for Domestic Violence/Sexual Assault (DVSA) projects, grants, and staff. This includes providing technical assistance and training for staff.
- Assigned case workload assignment to Advocacy Program staff and assist with facilitation of support groups, outreach, and awareness events.
- Attend and represent the Alaska Native Justice Center in agency-related meetings, trainings, and conferences to include building relationships and partnership opportunities.
- Develop and maintain strategic planning for grant progress, reporting, community education and advocacy training.
- Responsible for completing DVSA grant objectives, data collection and grant reporting.

Dean of Students & Title IX Coordinator

07/2016 to 01/2021

Iñisagvik College – Utqiaġvik, AK

- Provide leadership and supervision of programs under the Student Success Center (SSC) that include student academic support, resources and advocacy, student housing, and overall campus safety. Specific responsibilities include oversight of the following: Student Life, Adult Education, Campus Safety including Title IX & Clery Act, Learning Resource Center, Retention & Persistence, Health & Accessibility Services, Recruitment, Pre-College Programming and Student Transportation.
- Monitor compliance and fulfill annual reporting requirements under the Clery Act. Collaborates with the HR Director and Title IX Investigator(s) to identify and utilize best practices in Title IX case resolution and processes from beginning to end. Serves as the Title IX Coordinator, directs Title IX processes to include faculty and staff training, day-to-day

management of student complaints and reported violations. Handles emergency and crisis situations that pertain to students and campus life.

- Develop assessment tools, collect data, and provide reports that contribute to the understanding and improvement of student retention and completion. Plans and supervises the Summer Camp Program as it relates to both day and residential overnight camps, transportation, student advising, security, activities, budgets, solicitation of proposals and availability of teaching materials.
- Coordinate with other departments in developing policies and maintaining the Student Handbook annually. Works cooperatively and professionally with all college constituencies to achieve the College's mission, goals, and outcomes.
- Provide information to the Iñisaġvik College Board of Trustees as directed by the President.
- Support student retention practices to include program implementation, testing, academic and personal advising, student orientation, student housing, and recreation.
- Develop programs as needed and maintains awareness of student population issues, including alcohol/drugs, safety and security, health, childcare, transportation, and fosters diversity awareness among students.

Center Director, Allied Health Coordinator

08/2012 to 07/2016

Iñisaġvik College – Utqiaġvik, AK

- Directed and participated in development of curriculum, updated instructional materials, course outlines and syllabi for all Allied Health Program courses.
- Developed, promote, and facilitated AHEC programs, including Health Careers, Clinical Rotations and Continued Education for healthcare professionals/students.
- Also developed data and analysis of accomplishments for grants, contracts, the state legislature and other state and federal agencies as needed.
- Supervised and evaluated all Allied Health and NW AHEC Program staff.

Health Careers Coordinator/Admin Assistant

07/2011 to 08/2012

Iñisaġvik College – Utqiaġvik, AK

- Served as a representative with the various healthcare provider constituencies, associations, academic institutions and state agencies, governmental structures within the region served by the Northwest Area Health Education Center (NW AHEC).
- Developed and maintained data collection system and assisted with the analysis of work activities, including a database to track NW AHEC participants in each NW AHEC component.
- Networked and maintained relationships with health care professionals, school counseling and academic departments and clinical faculty to elicit support for and involvement in other health pathway programs.

Detox Medical Assistant

02/2008 to 03/2011

Cook Inlet Tribal Council – Anchorage, AK

- Assisted detox nurses with providing care and monitoring each client for detox complications and chart on client progress.
- Complete audit charts to prep for medical director visit.
- Also assisted with assessment of each client's stability by obtaining vital signs, dispensing of medications as needed, and hourly client checks.
- And assist with client intakes and discharges.

Certified Medical Assistant II

05/2004 to 08/2007

Southcentral Foundation – Anchorage, AK

- Performed basic medical procedures before and after examination including taking of vital signs, medical history up-date, performing phlebotomy, specimen collection, recording of

EKG's, dressing changes, medication administration, scheduling customer-owner appointments and procedures, and documenting of care in health record.

- Assisted providers and case managers in delivering and monitoring of quality care, by triaging the flow of patient between provider and case manager.
- Also maintained records of emergency equipment inspections and assisted in orientation of new staff members.

Education

Doctor of Philosophy (ABD): Criminal Justice Walden University	Current
Master of Philosophy: Criminal Justice Walden University	2020
Master of Science: Criminal Justice, Criminal Behavior Tiffin University	2015
Bachelor of Applied Science: Justice Administration Wayland Baptist University	2011
Associate of Applied Science: Justice Administration Wayland Baptist University	2011
National Certification Medical Assistant Alaska Career College	2004

Trainings & Certifications

CPR/BLS/First Aid

American Red Cross AED/CPR Association, (Current)

Introduction to Substance Abuse Prevention

Substance Abuse and Mental Health Services Administration

Emergency Trauma Technician

Iļisaġvik College North Slope Borough Fire Department

Motivational Interviewing

RADACT Behavioral Health Training Institute

Crisis Intervention

Regional Alcohol & Drug Abuse Counselor Training Program

Title IX & 504 Coordinator Training

ATIXA Association of Title IX Administrators

FEMA IS online courses.

Emergency Management Institute, Date Varies