

AMY MILLIGAN

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EDUCATION:

- **MASTER OF BUSINESS ADMINISTRATION**, General Management, 2005, Dowling College, Oakdale, NY
- **BACHELOR OF ARTS**, History, 2002, State University of New York at Stony Brook, Stony Brook, NY

PROFESSIONAL EXPERIENCE:

Assistant Dean for Curriculum, Accreditation & Student Services, College of Business

Stony Brook University (State University of New York), Stony Brook, NY 11794

January 2016 – Present

- Work with the Dean, Associate Dean, and program directors to develop student life programs within the college such as student clubs, the MBA association and guest speakers
- Responsible for UG, FT MBA & PT MBA Dean's Student Advisory Councils
- Direct and manage student experience initiatives; establish strategic goals, objectives, and implementation plan
- Advise Associate Dean for Academic Programs and Program Directors, on the formulation of program policy by advising them on areas needing clarification and identifying solutions; analyze the consequences of CoB's academic policies and recommend new or changed policies; recommend solutions to CoB's problems without precedent.
- Develop strategic initiatives and ideas to enhance the student experience, both inside and outside of the classroom. These initiatives should include the development of technological solutions designed to improve the student experience.
- Collaborate across functional areas, programs, departments, and centers on events and projects that support program goals
- Track student participation and analyze effectiveness of student life events and activities
- Develop training materials, organizations, and committees as it relates to student life activities
- Actively pursue internal and external partnerships that enhance student activities, committees and organizations and provide additional opportunities for leadership development
- Ensure compliance with University regulations and deadlines
- In collaboration with the Dean, produce annual reports to ensure alignment with accrediting body, Association to Advance Collegiate Schools of Business (AACSB) standards and provide documentation to University for Middle States reporting
- Facilitate and lead the training of faculty and staff on accreditation & assurance of learning
- Represent the CoB at AACSB conferences & seminars, disseminate new information learned
- Establish and maintain contacts associated with AACSB including liaison, mentor, and consultants
- Continue evaluating assurance of learning process, collecting data, analyzing data, identifying with faculty areas of improvement and work with appropriate faculty on implementation to close the loop
- Serve as data custodian for all accreditation and assurance of learning data

- Maintain and review faculty credentials
- Serve as member of administration committees on issues related to assessment and accreditation and take leadership roles as appropriate, serve as Chair of the CoB Assurance of Learning Committee
- Provide academic and professional leadership in respect to curriculum development and delivery to ensure students receive high quality learning opportunities and experiences. Review and evaluate academic plans, curriculum, and course proposals.
- Serve on the College's Curriculum Review Committee (CRC). Implement academic policies and procedures for the College of Business. Chair the CRC in the absence of the Associate Dean for Academic Programs.
- Provide leadership and oversee the School's curriculum development, design, and review process; review and oversee final preparation of all material for timely submittal to the appropriate committees; oversee all revisions and/or corrections required and track documents through the New York State Department of Education approval process.
- Provide leadership for the development and implementation of program and course assessments within the College of Business, ensuring compliance with the Middle States Commission on Higher Education program assessment and Association to Advance Collegiate Schools of Business (AACSB) accreditation processes. Represent the School of Business on college and university-wide Academic Assessment Committees.
- Working with area heads and program directors, develop the schedule for classes each semester in an efficient and effective fashion while complying with AACSB faculty sufficiency requirements.
- Represent the Office of the Dean to parents, faculty, or staff making inquiries regarding student progress or conduct. Coordinate the resolution of issues and assist in arbitrating student academic misconduct cases and student/faculty issues. Represent the Office of the Dean, when necessary, in resolution of student violations and/or abuse of the policies of the College. Respond to written and other inquiries from students and parents regarding academic matters.
- Routinely discuss with faculty how the administration can better support their responsibilities of teaching, scholarship, service, and advising. Serve as a resource to faculty regarding issues relating to teaching and learning.
- Initiate, create and implement proposals with international schools for 3+2 and 1+1 degree programs

Assistant Dean for Administration, College of Business

Stony Brook University (State University of New York), Stony Brook, NY 11794

October 2010 – December 2015

- Serve as budget director; administrate/oversee all fiscal activities totaling over three million dollars from various funding sources including; State, Research Foundation, and Stony Brook Foundation
- Direct reports of six professional staff members
- Provide support to full-time faculty of just under 30 and part-time faculty of about 40

- Responsible for developing and meeting target enrollment for all graduate and undergraduate programs
- Work closely with the Communications Office and a College of Business staff member in the creation and execution of marketing initiatives, such as publications, advertising, direct mail, and electronic communication
- Responsible for all elements of human resources including; reappointment of on average forty adjuncts each semester, reappointment of full-time lecturers, preparation of tenure-track files, preparation of permanent appointment files, and all aspects of faculty and staff searches
- Volunteered to coordinate all AACSB accreditation activities including assessment, filing of Eligibility Application and hiring of consultant
- Strategized, coordinated and facilitated activities that would help foster a student life within the College of Business; including an Annual Women in Business Panel, Executive Panel, Alumni Networking Mixer and Panel and the Networking Breakfast
- Work closely with the Career Center to develop relationships with companies to provide various opportunities to our students
- Coordinate and plan special program events and University guest visits, departmental meetings, retreats, and unit committee activities.
- Serve on numerous search committees University wide

Staff Associate, Professional Education Program

Stony Brook University (State University of New York), Stony Brook, NY 11794

June 2010 – October 2010

- Strategized, coordinated, and facilitated activities associated with NYS re-registration proposals, NCATE accreditation, and preparation and submission of required correspondences, reports, mailings, and surveys.
- Served as budget director, administrate/oversee fiscal activities and develop yearly operating budgets for the Unit.
- Administrate and oversaw recruitments and all subsequent personnel-related activities for a variety of teacher education program related faculty and staff appointments.
- Supervised and evaluated performance of graduate assistants and work-study students.
- Coordinated and planned special program events and University guest visits, departmental meetings, retreats, and unit committee activities.

Assistant Dean of Admissions

Stony Brook Southampton (State University of New York), Southampton, NY 11968

November 2009 – June 2010

- Developed niche recruitment markets for programs focused on sustainability
- Increased applications 54% and SAT scores by 30 points (enrollment up 45%)
- Developed, planned and implemented programs such as Orientations, Open Houses, Admitted Student Days, and Guidance Counselor Receptions
- Initiated new programs such as; Overnight Visits, Sit-In on Class Days and Student Ambassadors
- Second read on applications determining the request of additional information or a personal interview with myself
- Developed the Educational Opportunity Program (EOP) at Southampton by creating relationships with niche high schools

- Worked closely with the Communications Office in the creation and execution of marketing initiatives, such as publications, advertising, direct mail, and electronic communication
- Developed and implemented the first Martin Schoonen Trailblazers 5K Race to raise scholarship money for Stony Brook Southampton students
- Managed three budget accounts; state, research, and IFR (Income Fund Reimbursable)
- Responsible for hiring and training of all student staff and managed administrative staff
- Served as liaison to the campus community and various offices at Stony Brook University
- Worked closely with the Acting Dean of Admissions and architect to design a new Admissions Office/Welcome Center
- Faculty/Staff Advisor to Colleges Against Cancer

Assistant Director of Admissions

Stony Brook Southampton (State University of New York), Southampton, NY 11968

October 2007 – November 2009

- Developed and implemented strategic recruitment plan for a start-up campus dedicated to sustainability
- Implemented the Educational Opportunity Program at Southampton by recruiting the first EOP class
- Counseled and advised transfer students
- Mentored incoming freshmen
- Performed routine admissions duties including interviewing candidates, reviewing applications, and rendering decisions
- Organized the first SUNYCAP OpInform program at Southampton for 200 guidance professionals
- Worked closely with the Dean of Admissions to monitor the office budget and determine where monies would be allocated
- Hired, trained, and supervised student staff

Admissions Representative

Briarcliffe College, Bethpage, NY 11714

August 2006 – October 2007

- Performed routine admissions duties
- Planned events targeted at specific majors
- Worked with students that had previously been enrolled to assist in re-enrollment

Corporate Programs Admissions Counselor

Dowling College, Oakdale, NY 11769

September 2003 – April 2006

- Recruited working professionals to participate in BBA and MBA programs; in which classes were offered on the individual company's premises
- Performed transfer evaluations of credits and articulation agreements
- Scheduled classes to meet the needs of each cohort
- Participated in the searches for faculty in specific academic areas and regions of the country
- Developed marketing through radio and newspaper advertisements
- Planned graduation ceremony at each company and open house events

TEACHING EXPERIENCE:

Lecturer, College of Business

Stony Brook University (State University of New York), Stony Brook, NY 11794

January 2012 – Present

- Courses taught include: MBA 506 – Leadership, Team Effectiveness & Communications, BUS 326 – Organizational Behavior, and BUS 301 – Business Communications
- Provide instruction to 50 – 60 students per section
- Enhance the learning experience by inviting guest lecturers, developing resumes for each individual student and providing mentorship opportunities

Instructor, Business

Briarcliffe College, Bethpage, NY 11714

May 2007 – December 2007

- Instructed online and hybrid (50% online, 50% in classroom) courses
- Taught Principles of Retail and Consumer Behavior

COMPUTER SKILLS:

- PeopleSoft, Google Apps for Education, and SBU Reporting are used to perform my daily duties
- Proficient in Microsoft Office; including Excel spreadsheets, Power Point presentations and Word documents
- Working knowledge of Banner, Noliij and Lotus Notes
- Proficient in Blackboard for instructional purposes