

ANASTASIA S. TAHOU

Rochester, NY | Open to Relocation | 585-752-5202 | stasiatahou@gmail.com | linkedin.com/in/anastasiatahou

SUMMARY

Higher education professional with 8+ years of experience spanning international student services, DEI programming, and community engagement. Specializing in designing inclusive programs, supervising and developing student staff teams, and driving cross-campus collaboration that advances student belonging and institutional goals.

PROFESSIONAL EXPERIENCE

Program Coordinator for Support & Engagement

International Services Office

University of Rochester

Oct. 2022 – Present

- Coordinate 50+ annual cultural, educational, and recreational programs—including International Education Week and International Student Orientation—for a community of 3,500+ students through cross-campus collaboration
- Hire, lead, and mentor a team of 10 student workers across event support, social media, and marketing; manage and reconcile programming budget
- Oversee office social media presence, design event promotional materials and infographics, and produce targeted newsletters for multiple student populations
- Design and conduct SSN and ITIN training for hiring managers and student employees; assist with Sprintax Tax Filing and ITIN Application program logistics

Executive Assistant to the VP

Division for Community & Belonging

Nazareth University

Aug. 2018 – Nov. 2021

- Managed calendars, a \$250K budget, and travel arrangements for the inaugural VP, AVP, and 2 directors
- Coordinated internal governance bodies including the Board of Trustees Committee, Advisory Council, and Bias Response & Education Team, while leading external partnerships through the WNY Diversity Officers group
- Managed 5 annual institutional programs, including establishing the university's first Latinx Heritage Month
- Supervised 4 graduate assistants in research, social media, and marketing
- Adjudicated student conduct cases as a Hearing Board member, crafting restorative sanctions; partnered with IR to design the university's first campus climate and DEI curriculum surveys

Adjunct Professor

Academic & College Success

Nazareth University

Aug. – Dec. 2020

- Taught first-year seminar exploring identity, motivation, and approaches to learning
- Advised students individually to support college transition and goal-setting

Administrative Coordinator & Graduate Assistant

Hickey Center for Interfaith Studies & Dialogue

Nazareth University

Aug. 2015 – Jul. 2018

- Organized conferences for 50+ international scholars and 500 students, increasing participation by 30%
- Raised \$40K+ over 3 years through donation and proposal letters to individuals and organizations
- Analyzed qualitative survey data through NVivo to determine student learning outcomes

EDUCATION

M.S., Higher Education Student Affairs Administration, Nazareth University

May 2017

Award for Excellence in HESAA • Student Development Graduate Assistant Award

B.A., Psychology, Minors in Religious Studies & Interfaith Studies, Nazareth University

May 2014

Summa Cum Laude • Phi Kappa Phi • Psi Chi • Theta Alpha Kappa

SKILLS

Student Affairs Systems: Colleague, Handshake, Maxient, NVivo, Qualtrics, Sunapsis

Communications & Design: Canva, Instagram, Mailchimp, MS Office Suite, MyEmma, Slack, Teams, Zoom

PROFESSIONAL DEVELOPMENT

Certifications: Certified Specialist in Restorative Practices (2019); Mental Health First Aid (2019); Title IX, Clery & Enough is Enough (2019); Student Conduct Institute Basic Compliance (2020); DEI in the Workplace (2021)

Current Committees: International Student Orientation, Global Photo Contest, International Education Week (Chair), Council for Global Engagement and Enrichment