MASTER'S PROGRAMS OFFICE

MEET THE TEAM

UNIVERSITY OF ALBERTA
ALBERTA SCHOOL OF BUSINESS

Master's Programs Office

Associate Dean Office

- Michael Maier
- Xiao Cheng
- Taylor Doucette

Career Management Center

- Cori Foged
- Paul Taylor
- Leanne Anderson
- Alyesha Dyck
- Jenna Dahl

Admissions, Recruitment, & Marketing

- Chris Lynch
- Aileen Kaushal
- Charlene Patry
- Amanda Brace
- Murtoza Manzur

Executive MBA & Fort McMurray NREE MBA Program

- Charlene Patry
- Jessica Olesen

MBA Academic Services

- Aileen Kaushal
- John Pho
- Tiantian Yang

MBA/MFM China & Master of Accounting Programs

- Charlene Patry
- Yue Wu

MICHAEL MAIER

ASSOCIATE DEAN, MASTER'S PROGRAMS

WHERE TO FIND HIM:

Business, 2-30B

CLICK HERE TO LEARN MORE ABOUT MICHAEL

ROLE DESCRIPTION

Oversight and advocacy for anything related to Master's Programs in the School of Business.
Giving hugs to students after they cross the stage at convocation.

INTERACTION WITH STUDENTS

My primary role is to work with departments and other units to ensure our programs are relevant for today's economy. I also spend significant time meeting with alumni and other stakeholders to help promote our brand.
Fun interactions: Handing out scholarships.
Not-so-fun Interactions: Discipline cases and dealing with failing students.

IDEAL SATURDAY NIGHT

Playing on the Xbox or putting together a Lego set with my kids.

LEANNE ANDERSON

SENIOR CAREER ADVISOR

WHERE TO FIND HER:

BUSINESS, 2-31C
(you can often find me at the Second Cup Coffee in the atrium)

CLICK HERE TO LEARN MORE ABOUT LEANNE

ROLE DESCRIPTION

Provide career coaching and advice to students and develop programs and strategies that help students navigate their careers. Beyond the office, my job description includes professional dog walker/cuddler and semi-professional toddler wrangler.

INTERACTION WITH STUDENTS

I get to work one-on-one every day with students to provide knowledge-based advice and coaching to support them in their career development.
A large part of my role is to help students to discover who they are, their strengths, interests, limitations and other unique qualities so the students are able to effectively communicate this as their personal brand.
I also help students to develop a dynamic and personal job search and networking strategy. Behind the scenes, Paul and I are brainstorming content for career related workships, orientation, BUS 501 and BUS 504. I am also reading and researching trends in the job market and career development tools that I can use when working with students.

IDEAL SATURDAY NIGHT

Spending time with my family! Cooking something delicious for dinner while enjoying a glass of wine and playing with my son.

AMANDA BRACE

ADMISSION AND RECORDS ASSISTANT

WHERE TO FIND HER:

BUSINESS, 2-36

CLICK HERE TO LEARN MORE ABOUT AMANDA

ROLE DESCRIPTION

I speak with prospective students and answer questions regarding program requirements and the admission process. I also assess applications and ensure that they are moved forward in our online application system.

INTERACTION WITH STUDENTS

I talk to students through email, over the phone and in person.

IDEAL SATURDAY NIGHT

My favorite way to spend a Saturday night is watching movies or playing board games with friends.

XIAO CHENG

FINANCIAL AND DATA ANALYST

WHERE TO FIND HER:

BUSINESS, 2-36

CLICK HERE TO LEARN MORE ABOUT XIAO

ROLE DESCRIPTION

-Annual budget planning and revenue forecasting
-Unit financial management
-Master's scholarships assessments
-Conduct unit data analytics and statistical projects
-Financial advisory/management for MBAA and student clubs
-Programs survey management
-Advisory for international students

INTERACTION WITH STUDENTS

Financial advisory/management for MBAA, student clubs and scholarship advisory to students

IDEAL SATURDAY NIGHT

Movie night!

JENNA DAHL

STUDENT ENGAGEMENT ADVISOR

WHERE TO FIND HER:

BUSINESS, 2-37

CLICK HERE TO LEARN MORE ABOUT JENNA

ROLE DESCRIPTION

The purpose of my role is to support MBA students extracurricular endeavors, promote well-balanced student life, and create a quality engagement experience for students in order to develop impactful alumni.
My major responsibilities include being the Project Manager for MBArk (Orientation), advising student groups, supporting UAlberta MBA representation at Case Competitions, providing guidance for student events, and helping students make connections across campus.

INTERACTION WITH STUDENTS

I support current students with their MBA lives outside of the classroom. The majority of my role is student facing, which means I'm always open for appointments about which clubs students should look at joining, how to get connected to resources on campus, where to look for extra support, or anything else that may come up.
When I'm not meeting with students I'm most likely planning events, collecting data or networking across campus.

IDEAL SATURDAY NIGHT

Spending time with my family or teaching at the dance studio.

TAYLOR DOUCETTE

EXECUTIVE ASSISTANT

WHERE TO FIND HER:

BUSINESS, 2-30D

CLICK HERE TO LEARN MORE ABOUT TAYLOR

ROLE DESCRIPTION

As the Executive Assistant for the Master's Programs Office, I provide senior level support to the management team including communication and calendar management for the Associate Dean. In addition, I serve as the primary point of contact for internal and external stakeholders and ensure the completion of projects and initiatives.

INTERACTION WITH STUDENTS

I am often the first point of contact for the students in the Master's Programs. I help connect them with the proper people and help to coordinate special events for them, including logistics, booking of space, catering arrangements, permits, managing guest lists and invitations, marketing plans and communications, budget oversight, invoices and billings, travel arrangements and itineraries.

IDEAL SATURDAY NIGHT

Playing board games with friends or working on my blog with my puppy, Oakley, by my side.

ALYESHA DYCK

EMPLOYER RELATIONS ADVISOR AND CAREER ADVISOR

WHERE TO FIND HER:

BUSINESS, 2-31A

CLICK HERE TO LEARN MORE ABOUT ALYESHA

ROLE DESCRIPTION

As a Employer Relationship Advisor, I bridge the gap between employers and students. My main responsibility is to help students find rewarding summer internships and post-graduate employment.
As a Career Advisor, I have the opportunity to work with students one on one in ensuring only the best application packages are sent to employers.
Overall, I provide industry insight to students about recruitment best practices.

INTERACTION WITH STUDENTS

As a member of the Careers Team within the Master's Programs Office, our main focus is to help students achieve success. I meet with students daily to assist them in their job search and help them create tailored application packages that they can feel confident about. I also help with orientation, BUS 501, BUS 504 and any other student initiatives organized by the Master's Programs Office.

IDEAL SATURDAY NIGHT

As an ISFJ, I like to live a busy lifestyle with time to rest and relax. My weekends are a time for me to catch up with family and friends. I usually spend my Saturday nights at home with my husband and our cat and dog or with friends visiting over dinner and a movie.

CORI FOGED

DIRECTOR, CAREER EDUCATION AND COACHING

WHERE TO FIND HER:

BUSINESS, 2-30
Favorite hangout? Would have to be CCIS second floor

CLICK HERE TO LEARN MORE ABOUT CORI

ROLE DESCRIPTION

I lead the Career Management Centre team by determining strategic goals and objectives and develop action plans for execution of projects to enhance career development and learning, employer/alumni relations and coaching/teaching best practices.

INTERACTION WITH STUDENTS

Students are the best and I love meeting students at orientation, when instructing in BUS 501 & 504, through the mentorship program, coaching them, or running into them in the hallway. It is impressive to see and hear about their transformation over the course of their studies.

IDEAL SATURDAY NIGHT

After a day of cross-country skiing or hiking, we have friends over and tell stories.

AILEEN KAUSHAL

DIRECTOR, FULL-TIME & PART-TIME MBA

WHERE TO FIND HER:

BUSINESS, 2-38

CLICK HERE TO LEARN MORE ABOUT AILEEN

ROLE DESCRIPTION

My role involves developing and implementing the strategic and tactical plan to attract, select, and enroll high caliber students into the full-time and part-time MBA programs. My main responsibilities include: Student Recruitment & Marketing, Program Delivery & Administration, and Student Admissions.

INTERACTION WITH STUDENTS

I am here to assist current students with anything that comes up throughout their program! Also, I enjoy chatting with prospective students about how the UAlberta MBA can help them in achieving their goals.

IDEAL SATURDAY NIGHT

Spending time with my family! Cooking something delicious for dinner while enjoying a glass of wine and playing with my son.

CHRIS LYNCH

SENIOR DIRECTOR, RECRUITMENT, ADMISSIONS, & MARKETING

WHERE TO FIND HIM:

My office is in 2-30 in the Business Building... if I'm not there, I'm hopefully outside walking around campus.

CLICK HERE TO LEARN MORE ABOUT CHRIS

ROLE DESCRIPTION

I am involved with administration, admissions, marketing, and recruitment for all Master's Programs.

INTERACTION WITH STUDENTS

I am always around and happy to chat with current and prospective students about the program, but most of what I do now is "behind the curtain".

IDEAL SATURDAY NIGHT

Pretty low-key - Ideally I'm having a pint with friends.

MURTOZA MANZUR

ADMISSIONS AND ADMINISTRATIVE ASSISTANT

WHERE TO FIND HIM:

BUSINESS, 2-36

CLICK HERE TO LEARN MORE ABOUT MURTOZA

ROLE DESCRIPTION

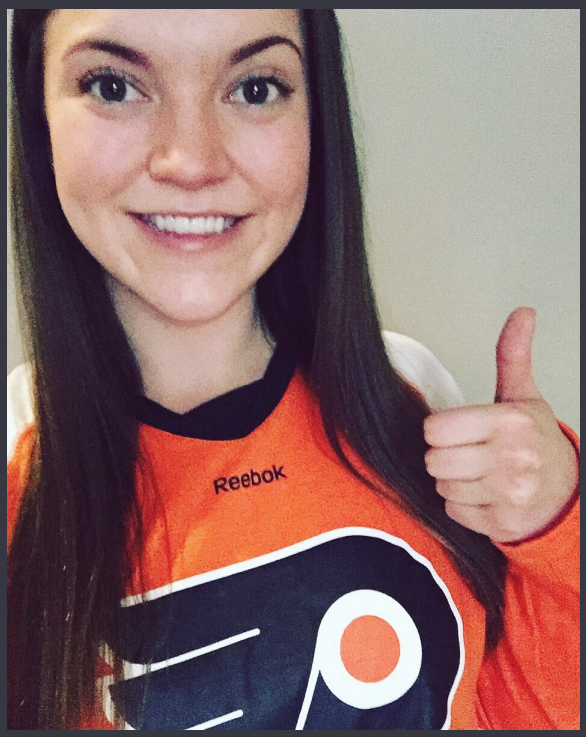
As the Admissions and Administrative Assistant, I serve as the primary point of contact for prospective students with their queries about admission into the Master's programs.

INTERACTION WITH STUDENTS

I mostly interact with students over the phone and email. I guide prospective students through the admission process and redirect current students to the person who can help them.

IDEAL SATURDAY NIGHT

Hanging out with friends and binge-watching Netflix.



JESSICA OLESEN

PROGRAM COORDINATOR

WHERE TO FIND HER:

BUSINESS, 2-32A

CLICK HERE TO LEARN MORE ABOUT JESS

ROLE DESCRIPTION

-Manages the day-to-day operations of the EMBA and Fort McMurray MBA program in Natural Resources, Energy and Environment, ensuring all aspects of the programs run smoothly.
-Responds to inquiries from prospective & current students, faculty & stakeholders.
-Responsible for coordinating logistics for special events.

INTERACTION WITH STUDENTS

Day-to-day, I respond to student inquiries and provide support with whatever they need.
Behind the scenes, I take care of enrolling students in courses and monitoring their academic progress by doing program reviews. I order all of their course materials and ensure that they are distributed in a timely manner. I coordinate special events, such as networking receptions, guest speakers and workshops to enhance their experience in the program. I provide students with the required paperwork to apply for funding and grants.
I develop strong, trusting relationships with the students to create an environment where they can be honest about their experience and know I have their best interest in mind.

IDEAL SATURDAY NIGHT

Watching the Philadelphia Flyers with a glass of wine!

CHARLENE PATRY

DIRECTOR, EXECUTIVE GRADUATE PROGRAMS

WHERE TO FIND HER:

BUSINESS, 2-39
(Or, you can find me grabbing a cookie or two at Cookies by George)!

CLICK HERE TO LEARN MORE ABOUT CHAR

ROLE DESCRIPTION

As the Director, Executive Graduate Programs, I am responsible for developing and implementing a strategic plan to attract, select and enroll high caliber students into our graduate programs. I also lead the program delivery and administration of our executive graduate programs, ensuring that the curriculum and quality of education experiences are in line with our goal of maximizing student value in the program. One very cool aspect of my job is the ability to travel internationally in order to meet with brilliant students from across the world to speak about our phenomenal programs, and to lead coordination or our Executive MBA international study tour!

INTERACTION WITH STUDENTS

As a member of our Master's Programs Office Admissions Committee, I have the opportunity to connect throughout the year with prospective students not only locally, but also across Canada and other countries around the world. It is incredibly inspiring to hear about the goals and ambitions of candidates seeking to start their MBA or Master of Accounting journeys, and to watch their dreams materialize years later. Don't hestitate to reach out at any point if you are considering a Business Master's Program!

IDEAL SATURDAY NIGHT

My ideal Saturday night is making a special dinner with my family and friends, and playing super competitive board games ALL night long!

JOHN PHO

ACADEMIC SERVICES ADVISOR

WHERE TO FIND HIM:

BUSINESS, 2-35

CLICK HERE TO LEARN MORE ABOUT JOHN

ROLE DESCRIPTION

Things I do behind the scenes:
-Maintain student records
-Update timetable and deadlines
-Assist with study tour planning and organizing
-Prepare HR and payroll forms for Graduate Teaching Assistantship for students
-Process grade changes
-Provide letters to students for completion, enrollment and convocation

INTERACTION WITH STUDENTS

I provide support and assistance to student requests that are academic related such as: registration, timetable, and Graduate Teaching Assistantship to name a few things.

IDEAL SATURDAY NIGHT

Sharing a couple of cold ones (milk) with friends.

PAUL TAYLOR

SENIOR CAREER ADVISOR

WHERE TO FIND HIM:

BUSINESS, 2-31B

CLICK HERE TO LEARN MORE ABOUT PAUL

ROLE DESCRIPTION

As one of two career coaches to full-time MBA students I get to help students with anything career related. We help with many things from personal brand development, career path planning and beyond. For part-time MBA students, I can help with anything they really need from a career perspective, whether it is helping with strategy to move up within the organization or making a move to another company or industry and what that will look like.

INTERACTION WITH STUDENTS

I work a lot with all students. I am very happy to have back-to-back meetings on a daily basis with all different students. I love the variety of what I get to meet with students about. Behind the scenes that students may not see is work on new business topics and how we can integrate that into the education we provide to students from a career perspective. An example of this is a storytelling class we delivered to first-year students this year. I also love creating new resume/cover letter templates on an annual basis. I believe that these documents are so important in finding a job, I think you can really stand out with great application documents.

IDEAL SATURDAY NIGHT

Obviously playing golf on a Saturday night is a little tough, so typically, I am playing with my kids, or watching a movie

YUE WU

PROGRAM COORDINATOR

WHERE TO FIND HER:

BUSINESS, 2-32A

CLICK HERE TO LEARN MORE ABOUT YUE

ROLE DESCRIPTION

I provide admission and academic services to our Master of Accounting (MAcc) program, Master of Financial Management (MFM) China programs, and MBA China programs. My major responsibilities include:
-Interviewing candidates for four China programs
-Maintaining student records and files
-Scheduling courses and coordinating program logistics

INTERACTION WITH STUDENTS

I interact with students mostly over email and Wechat. I try my best to ensure a positive academic experience for students throughout their program.

IDEAL SATURDAY NIGHT

Hanging out with family or playing mahjong or poker with friends.

TIANTIAN (EMILY) YANG

ACADEMIC SERVICES COORDINATOR

WHERE TO FIND HER:

BUSINESS, 2-35

CLICK HERE TO LEARN MORE ABOUT TIANTIAN

ROLE DESCRIPTION

- Maintain and update MBA student records and files
- Assist MBA students with course registration
- Timetable and schedule
- Processes instructor evaluations for MBA courses
- Prepare HR and payroll forms
- Assist with the planning of international study tours
- Prepare documentation for the scholarship committee
- Assist with coordination of faculty/department/student events and planning

INTERACTION WITH STUDENTS

Majority of my job duties is behind the desk, so I interact with students through email or phone calls most of the time. But feel free to drop in during my office hours and I will be glad to help when John is not around!

IDEAL SATURDAY NIGHT

Hot pot or any good food followed by board games with friends!