**Moninder ‘Holly’ Singh**

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###### CAREER SUMMARY

Over 27 years of progressive experience in the higher education setting, promoting next level innovation in student outreach and global engagement. Deep understanding of U.S regulatory and compliance framework impacting international student visa status, while managing and working with creative teams both domestically and internationally. Collaborative, strategic planner and problem solver, utilizing key performance indicators, market analysis, metrics and analytics for sound decision making. Proven communicator, operations and budgets leader of a 40+ member team and nearly $6 million budget. Change agent with a resolve for lean principles focused on mission accomplishment, organizational excellence, and institutional goal achievement.

###### PROFESSIONAL EXPERIENCE

Assistant Vice President, International Enrollment Initiatives (July 2021 – Present)

Academic Enterprise Enrollment, Arizona State University, Tempe, AZ 85287

Executive Director of International Students & Scholars Center (July 2019 – July 2021)

Senior Director of International Students & Scholars Center (April 2015 – June 2019)

Division of Enrollment Services, Arizona State University, Tempe, AZ 85287

Director of International Students and Scholars (July 2008 – April 2015)

Executive Director of Global Leadership Institute (January 2014 – April 2015)

Office of International Programs, Valparaiso University, Valparaiso, IN 46383

Associate Director, International Studies Office (July 2006 – June 2008)

Assistant Director, International Studies Office (July 2002 – June 2006)

Administrative Assistant, International Studies Office (July 1998 – July 2002

Valparaiso University, Valparaiso, IN 46383

**TEACHING EXPERIENCE**

College of Arts & Sciences, Valparaiso University, 1999 – 2005

### Instructor for Freshman Seminar 100 Class, fall semester 1999-2005, spring 2000 and 2001

An interdisciplinary introductory class for freshman international students

### Instructor for Freshman Core 110/115 – The Human Experience Class, fall 2000, spring 2001

Two-semester, 10 credits, introductory interdisciplinary course required of all first-year Valparaiso University students

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**Assistant Vice President, Academic Enterprise Enrollment, Arizona State University**

* Intensification of India and South Asia focused diversified engagement strategies that enhance university exposure and increase future enrollment; develop best practices for a long-term engagement
* Expansion of Chinese market enrollment pathways and further university branding in native language as needed
* Refocused, diversified plans for government sponsored students from the middle-east, with graduate student enrollment expansion in mind; further compliment with support services for the students as needed
* Expansion of international digital immersion learners that complement the campus immersion experience
* Engage and seed new growth in markets like Africa and ROW (Rest of World) so that the university expands its future engagement footprint; assess the support systems that ISSC has in place for this group of students
* Expansion of the Optional Practical Training (OPT) and STEM-OPT programs that benefit graduating students and help them find meaningful experiences in their field of study; engage university Career Services as needed
* Establish the international Alumni Engagement Initiative
* Assessment of ASU + Cintana international strategic plan and potential impact on campus immersion and digital immersion international enrollment; help them strategically in the Indian market to create college pathways
* Engage enrollment leads in various markets to influence market trends and ASU’s placement as the brand that a prospect can relate best to; focus on communications and marketing of the university internationally
* Influence Indian admits and their significant others in choosing ASU over other universities as their number one choice for their study abroad option; work with on-ground ASU leads and engage college leads
* Engage International Corporate and Employer Relationships, especially Taiwan related projects like TSMC
* Plus, all the core activities listed in the Executive Director position below with ISSC

**Executive Director of International Students & Scholars Center, Arizona State University**

* Create annual goals and objectives, execute the overall development, administration and evaluation of the International Students and Scholars Center (ISSC)
* Assist the Vice President of Enrollment Services and the ES division leads in creating strategies and business service plans; provide overall management, technical and financial direction for ISSC in conjunction with university and enrollment service division initiatives and goals
* Support enrollment goals of the division by organizing and leading recruitment trips in partnership with various ASU colleges and schools; coordinate efforts with ASU’s on-ground international staff in this regard
* Research, develop and advocate for new and innovative programs to retain international students and scholars, and provide cross-cultural educational opportunities for students to integrate into the ASU community
* Identify best practices and communicate/implement these practices to streamline the international student and scholar pre-enrollment, employment and immigration processes
* Collaborate with university leadership to develop short and long-range operating objectives, to ensure forecasted international student and scholar needs are appropriately anticipated
* Work closely and in conjunction with university management to lead the communication and dissemination of international student and scholar administrative policies and procedures and liaison with administrative and academic units, sponsors and governmental agencies
* Establish and maintains clear policies and procedures to ensure consistency of operations and compliance with international, federal, state and university government regulations and legal requirements
* Oversee staff responsible for ASU student and scholar visa and immigration requirements and ensure staff are continuously trained to advise international students, scholars, and their dependents in F-1, J-1, B-1, and H-1B status on immigration and employment regulations; Direct SEVIS (Student and Exchange Visitor Information System) reporting compliance and SEVIS information sessions
* Initiate/oversee personnel management activities such as hiring, training and evaluation of staff specific to ISSC
* Direct activities of ISSC to ensure optimum performance of the unit; work closely and in conjunction with administration, faculty, and staff to ensure ISSC is an information, referral and resource asset for the university
* Resolve problems and issues affecting the international student and scholar process and assist in directing measures to improve the effectiveness and efficiency of the office
* Represent ISSC and serve on various department/college and university committees

### Recruitment and Admission of International Students

* Initiated and facilitated Global Leadership Institute at Valparaiso University from 2009-2015, with the goal of attracting new international clientele and re-branding the university internationally. Participated in Education USA college fairs and high school visits to Pakistan from 2010-2015 - initiated the creation and execution of the Summer Global Leadership program for high school students from Pakistan and from other countries around the world
* Designed, implemented and participated in various recruiting trips overseas, to attract traditional and non-traditional students, at the bachelor and graduate levels, from 2003-2015, including trips to numerous countries in South America and South-East Asia, and extensive recruiting in India, Pakistan and the Middle East. Continued follow up with prospective students after each recruiting trip, conducting application evaluations for prospective graduate international students and counseling prospective students in assisting them with their visits to campus. Presented on the U.S. Higher Education system, admissions process, international/student services, and cross-cultural issues and differences on many of these tours as well as other outreach opportunities
* Work with various consultants/providers to promote different programs for Valparaiso University
* Participated in Destination Indiana’s Live Video College Fair at Ball State University (2004- 2007): connected with educational centers in Kuwait, United Arab Emirates, Jordan, West Bank and the Department of State, Washington DC; served as the chair of Destination Indiana (‘Education Indiana’ now)
* Participated in the international recruitment committee and coordinated campus wide efforts with the three admissions offices (undergraduate, graduate and law school) and the ESL program on campus.
* Advise the Dean of Grad Studies and other stakeholders on Indian educational system and application/transcript evaluation issues

### Management role in Higher Education

* Manage a team of 40+ full-time staff and 50+ student workers and management interns; oversee a budget of close to $6 million for the International Students & Scholars Center
* Develop and execute a strategic plan, oversee the overall development, administration and evaluation of the International Students and Scholars Center (ISSC)
* Incorporate ASU’s goals of retention and progression of current international students – 95% retention from year one to two and over 80% graduation rate of international students in 6 years
* Interview, select, train, supervise, evaluate and coordinate work of support staff, international students, study abroad applicants and student organizations
* Oversee functioning of the International Center/ Office; Manage basic office operations including overseeing the functioning of diverse teams
* Initiate efforts in bringing innovative ideas to the office, including technology classes and upgrades; Collaboratively plan long and short-term office goals; Coordinate efforts to foster collaboration among various multi-cultural organizations regarding programming and events
* Assessed international programming by working closely with the students from the Communication Department
* Collaborate with Residence Life in accommodating the needs and issues of international and study-abroad students
* Oversee the university regulatory and compliance part of the Student and Exchange Visitor Information System (SEVIS), the Department of Homeland Security (DHS) database that tracks international students and scholars in the United States

### Study Abroad Programs (July 1998 to June 2008)

* Co-marketed and promoted the fourteen study abroad programs at Valparaiso University
* Educated and advised domestic students interested in study abroad
* Assisted the Director of International Studies in various issues regarding study abroad
* Administered and conducted pre-departure orientation meetings for seven of the fourteen study abroad programs
* Held re-entry workshops when study abroad students returned to campus
* Collaborated with faculty members in preparation for student study abroad trips
* Interviewed prospective study abroad students before final selection into seven of the fourteen programs
* Co-presented study abroad workshops for prospective students and families during Campus Visit Days
* Coordinated efforts to develop new study abroad options for students, especially in summer
* reevaluated short-term options for students and planned outreach to create more of such programs
* Initiated and executed short-term programs in India: Co-led a faculty development program in spring 2008 to North India and initiated/planned a student program for spring 2009

### International Student/Scholar Services & Immigration

* Maintain compliance with federal agencies for university certification: Function as the Primary Designated School Official (PDSO) and Responsible Officer (RO) through SEVIS. Work with many federal agencies and local community regarding international student benefits and issues
* Provide expertise on various international matters; lead in crisis management to resolve crucial and unique situations; serve as an advocate and a resource on all international issues; assist international students and scholars in all facets of their stay at Valparaiso University
* Co-plan international education workshops for students, faculty and staff, and community development
* Manage a team of 6 international student/scholar leadership team in various capacities

**International Student Success and Integration**

* Initiated varying strategies to meet the need of different groups of international student cohorts for the past 16 years
* Taught international/integrated sections of Freshman Seminar and Freshman Core that introduced many international students to American style education
* Tutored many international engineering students in Math and Chemistry during their first/ freshmen year
* Developed plans to initiate the writing placement exam for all incoming undergraduate international students; helped create the rubric for this placement, and then facilitated in placing them in the appropriate level of English class.
* Helped transition ESL students to academics by course advising and class placements. Helped create course description for a General Studies course for international students that became a requirement for many low proficiency students
* Co-lead the task force on international student success and integration during the participation in the American Council on Education (ACE) laboratory on campus internationalization
* Created a four-year international student success and integration plan that is continuously being developed further with increasing participation of various university constituents

### Advising and Program Planning

* Co-led faculty development trips to China (May 2006) and India (March 2008), with planning/ pre-trip workshops to facilitate professional development; planned a similar short-term program for students for March 2009 execution
* International Student Advisor: Advise international students and scholars on cultural adjustment, immigration regulations, academic, financial and personal concerns, 1998-Present
* Valparaiso International Student Association (VISA) Advisor, 1998-Present
* Served as Academic Advisor for international exchange students visiting campus for semester or year-long programs; for new international students until they formally declare a major; for INTERLINK English Language Program students if they decide to take academic classes in their final term of English language
* Collaboratively built and executed an International Student Orientation program; Created programs for international students: tax preparation, social security cards, holiday programs, restaurant trips, local sightseeing trips, shopping trips, speaking opportunities, and official break trips
* Planned and executed the year-long activities calendar for Valparaiso International Student Association (VISA)
* Coordinated the Friendship Family Program by working closely with associated families in the area
* Collaboratively planned and implemented campus-wide social, educational, and multicultural programs; coordinating, promoting, and leading International Education Week events
* Supervised planning of theme weeks and weekends and New Student Orientation

### Developed officer transition workshops and leadership training for student organizations

### International Alumni Network

* Initiated the process of contacting international alumni and starting a centralized database. Coordinated efforts with the Alumni Relations Office to start an international alumni website. Facilitated information about international alumni for publication by the Office of Institutional Advancement
* Hosted international alumni dinners in various countries during recruiting trips

**ADDITIONAL EXPERIENCE**

### Tutoring and Mentoring, 1991 – 2015

* Tutor junior high through college aged students in mathematics and sciences
* Provide SAT, ACT, GRE and other standardized test preparation
* Mentored and counseled students and their parents in college entrance and preparation
* Advised recent immigrant families about immigration laws and helped file simple documents

###### EDUCATION

**Valparaiso University, Valparaiso, IN**

***Master of Arts in Liberal Studies (MALS)*** May 2005

Concentration in Theology

**Valparaiso University, Valparaiso, IN**

***Bachelor of Science,*** *cum laude* August 1998

Major: Individualized with concentration in sciences

Minor: Mathematics

**TRAINING**

* Fragomen (Immigration Law Firm) training on latest immigration trends, June 2024
* Predictive Index training – May 2022 and June 2018
* Fidello Training Technologies: The Universal Competency Models, April 2013
* Go-Teacher workshops through Center for Intercultural and Multilingual Advocacy (CIMA) at K-State, 2012-2013
* South Central Asia EducationUSA regional conference, January 2009
* NAFSA Professional Practice Workshop: Becoming the Chief International Education Administrator (CIEA) or the Senior International Officer (SIO) of your Institution, May 2007
* SEVIS upgrade training slides, US Immigration and Customs Enforcement, 2003 – 2006
* Web based SEVIS training, US Immigration and Customs Enforcement, 2005
* NAFSA Professional Practice Workshops: F-1 and J-1 Regulations and Study Abroad Practices, 1998 to present

###### UNIVERSITY SERVICE

**Leadership Roles**

* Lead India Planning and coordination team, 2017-present
* Member of the University International Student Services Committee, 2015-present
* Member, International Pre-arrival/Student Orientation/Welcome Week, 2015-present
* Member of Executive VP’s India Working Group at ASU, 2019-present
* Participant in the Futures Collective, Career Development plan for CLAS, 2019
* Member of the university president's task force on Diversity and Inclusion, 2014-2015
* Chair, Education Indiana, a consortium of universities working to promote international education in the state of Indiana, 2013-2015
* Member, Inter-Religious Council on Dialogue & Spirituality, 2013-2015
* Participated in the American Council on Education (ACE) Laboratory on Internationalization, 2010-2012
* Co-chaired the ‘International Student Success and Integration’ Subcommittee for the ACE Lab on Internationalization, 2010-2012
* Member, International Affairs Committee (IAC), 2008-2015
* Member, Diversity Concerns Committee (DCC), 2008-2015
* Member, International Student Recruiting Committee, 2003-2015
* Participated in the university Vision and Strategy process, 2008-2009
* Member, ‘Welcome Back Week’ Planning Committee, 1999-2008
* Member, Housing Appeals Committee, 1999-2003, 2006-2009
* Member, Salary Concerns Committee, 2001-2004
* Member, Campus Community Policy Committee, 2003-2004
* Committee Member, Peace and Justice Symposium, 2003

**Presentations**

* Presenter on US Higher Education system and application process for admissions into the US colleges/universities, various high schools around the world, 2003-present
* Presenter at the 'Ecuador Day' hosted by the Ambassador of Ecuador at Kansas State University - summer 2014
* Presenter at the South-Central Asia Education USA regional conference, New Delhi, India, January 2009
* Co-lead a 2-week faculty development trip to North India, March 2008. Presented on India (once a month) for its preparation
* Presented on various topics in spirituality in various Theology and social work classes, Valparaiso University, 2006
* Presentation on leadership roles – relationship between the supervisor and employee – cross-cultural perspective, for various resident assistants, Brandt Hall, Valparaiso University, October 2006
* Co-led a two-week faculty development trip to People’s Republic of China, May 2006, Presented for preparation
* Facilitator for Theology and Social Work class visits to Sunday worship service at the Sikh Temple in Crown Point, IN, 2003-2006
* Facilitator, counselor visits from various international high schools, Valparaiso University, July 15 and 16, 2005
* Panelist, “What’s Faith Got To Do With It?” - Peace And Justice Symposium, Valparaiso University, Nov, 2003
* Presenter, ‘After September 11, A Study Abroad Perspective’ session on MLK Day, Valparaiso University, Jan, 2002
* Panelist, ‘Inter-faith Marriage Panel’: presented the Sikh view of marriage, Valparaiso University, November 2001

##### PROFESSIONAL SERVICE

**AIEA, Association of International Education Administrators, 2015-Present**

Panel Presentation on India Recruitment: Trends, February 2024

Member and regular attendee of the annual conference, 2015-2024

**NAFSA: Association of International Educators, 1998-Present**

Panel Presentation on EducationUSA Forum: Off the Beaten Path, June 2014

Panel Presentation at the NAFSA national conference 2008, “Technology that works: engaging international students”

Panel Presentation at the NAFSA conference 2005, “To Agent or Not to Agent: Successful Recruitment Options in India”

Member, NAFSA Professional Networks – Education Abroad Network, International Student/Scholar Advising Network

**Overseas Association of College Admission Counselors (OACAC), 2005-2009**

Participated in the annual conference of OACAC, Michigan State University, July 2008; Texas Christian University, July 2006 and University of Washington in St Louis, July 2005

**Memberships in Institute for International Education (IIE), NAFSA, AIEA, EducationUSA, America-Mideast Education and Training Services (AMIDEAST); Past chair of Study/Destination Indiana**

**COMMUNITY SERVICE**

**Leadership and Consulting Roles**

* Co-creator and advisor to Indian-American Faculty and Staff Association (IAFSA) at ASU – 2023 - Present
* Pearson PTE Advisory Board member – May 2022 - Present
* Cialfo Advisory Board member – May 2022 – Present
* Part of the Culver Academies Triannual Review team for self-assessment – April 2024
* International career options – ASU leadership workgroup 2020-2022
* Steering committee member, Valparaiso Vision Plan, 2013-2015
* Volunteer, Valparaiso International Center (VIC), 2010-2015
* Education Chair, Sikh Religious Society of Northwest Indiana, 1995-2005
* Volunteer, Religious and Educational Task Force, United for a Purpose Organization, 2001-2008
* Board of Directors, Hilltop Neighborhood House, 2001-2003

**Presentations**

* Panel presentation on India recruitment: trends, February 2024
* Facilitated Sikh Symposium as part of ASU’s Project Humanities, 2017
* Presenter on Eastern Philosophy, Building Bridges, Light and Shadow in the Interfaith Ideal, April, 2011
* Presenter on Religions of India and Sikhism at various elementary and junior high and high schools for The Religious Task Force, United for a Purpose Organization, Valparaiso, IN, 2002-2008
* Presenter on cross-cultural issues pertaining to Sikhism and Sikh way of life for the local police academy cadets, Indiana University Northwest, and other locations in Indiana, 2003-2006
* Presenter on Sikhism and Mysticism, Memorial Opera House, Valparaiso, IN, summer 2006
* Guest speaker on Indian Classical Music, Local Radio Station, spring 2006
* Guest speaker at Ursinus College, Collegeville, PA for the International Education Week – presented on ‘Mistaken Identity: Sikhs in America’. Also, guest speaker in an Ursinus philosophy class, November, 2004
* Guest speaker on Eastern Philosophy and Way of Life, Local Radio Station, November, 2003
* Presenter on ‘Mistaken Identity, Sikhs in America’ at the Valparaiso Police Station, spring 2003

**HONORS & AWARDS**

* ASU Sun Award for Exemplary Service, Innovation and Supporting Student Success, May 2024
* Recognized by the ASU Graduate College at ASU, May 2024
* Recipient of the Martin Luther King Jr award given by Valparaiso University, January 2013
* Recognized by the Office of Multicultural Programs for mentoring diversity students, April 2012
* Recognized for being the Faculty Adviser for Asian American Association (AAA), April 2011
* Special recognition as a staff member advising Valparaiso International Student Association (VISA), 2010
* Faculty mentor of the year award, Office of Multicultural Programs, 2009- 2010
* Certificate of Appreciation, advisor Valparaiso International Student Association (VISA), 2008-2009
* Recognized by Resident Assistant of Brandt Hall for collaborating in programming, May 2006
* Outstanding VU Faculty or Staff Award 2004-2005, Office of Multicultural Programs, December 2004
* Member, Alpha Delta Upsilon chapter of Theta Alpha Kappa, national honorary society for theology and religious studies, 2004-present

###### LANGUAGES & SKILLS

* Fluent in English, Hindi, and Punjabi; Conversationally fluent in Urdu
* Proficient in Windows, MS Office – Outlook, Word, PowerPoint, Excel; Google docs and drive
* Proficient in SEVIS (International Student/Scholar database, run by the Department of Homeland Security)
* Proficient/Extensively use social media such as LinkedIn, Facebook, YouTube, Whatsapp and Google Plus
* Extensively use new technologies such as Zoom, Skype and Teams to reach various constituencies
* Have blogging experience and familiar with website development (CMS); Lynda.com
* Familiar with PeopleSoft, Salesforce (CRM) and Sunapsis