**Moninder ‘Holly’ Singh**

2738 E. Ficus Way ▪ Gilbert, AZ 85298▪ Tel – (480) 468-7250 ▪ holly.singh@asu.edu

###### PROFESSIONAL EXPERIENCE

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

**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)**

**Valparaiso University, Valparaiso, IN 46383**

**Administrative Assistant, International Studies Office (July 1998 - June 2002)**

**Office Assistant, International Studies Office (July 1997 - June 1998)**

**Valparaiso University, Valparaiso, IN 46383**

**TEACHING EXPERIENCE**

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

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

An interdisciplinary introductory class for freshman international students

### Adjunct 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

**-----------------------**

With over 22 years of progressive experience in the higher education setting, I have continuously devoted my efforts to reaching the next level of innovation in international programming and student outreach. Following are my combined experiences, from the office assistant to assistant/associate director roles and then joining the senior leadership roles of director of international students & scholars and the executive director of Global Leadership Institute. The administrative duties of the executive and senior director positions at ASU are listed first.

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

* Create annual goals and objectives, and then 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 advocates 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
* Oversees staff responsible for the ASU student and scholar visa and immigration requirements and ensures 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 the 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; works 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 assists in directing measures to improve the effectiveness and efficiency of the office
* Represent ISSC and serves on various department/college and university committees

### 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 the SEVIS
* Provide expertise on various international matters and serve as an advocate and a resource on all international issues and assist international students in every way possible to make their cultural and academic transition smooth
* Lead in crisis management and under tragic circumstances to resolve crucial and unique situations with international students and scholars; Assist international scholars in all facets of their stay at Valparaiso University
* Work with many federal agencies and local community regarding international student benefits and issues
* Co-plan international education workshops for students, faculty and staff development
* Collaborate with university and community members to best serve international students and scholars
* Manage a team of 6 international student/scholar staff 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 12 years
* Taught international/integrated sections of Freshman Seminar and Freshman Core that introduced many international students to the American style education
* Tutored many international engineering students in Math and Chemistry during their first year
* Developed plans to initiate the writing placement exam for all incoming undergraduate international students and then help place them in the appropriate level of English class
* Helped create the rubric for this placement, as the different levels of English proficiency required different levels of interventions and course placements
* Help transition ESL students to academics by course advising and class placements
* Help 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
* Create 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
* Serve as Academic Advisor for international exchange students visiting campus for a semester or a year; 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 build and execute an International Student Orientation program; Create programs for international students: tax preparation, social security cards, holiday programs, restaurant trips, local sightseeing trips, shopping trips, speaking opportunities, and official break trips
* Plan and execute the year-long activities calendar for Valparaiso International Student Association (VISA)
* Coordinate the Friendship Family Program by working closely with associated families in the area
* Collaboratively plan and implement campus-wide social, educational, and multicultural programs; coordinating, promoting, and leading International Education Week events
* Supervise planning of theme weeks and weekends and New Student Orientation

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

### Recruitment and Admission of International Students

* Initiated Global Leadership Institute at Valparaiso University in 2009, with the goal of attracting new international clientele and re-branding the university internationally - created a summer program for high school students from around the world and now hosting professional development programs for non-traditional student-scholars
* Traveled to many parts of the world since 2003 and initiated innovative programs to attract non-traditional participants to VU’s campus, while continuing the general outreach at the bachelor’s and graduate levels
* Planned and participated in recruiting trips to South-East Asia that included Hong Kong, Singapore, Malaysia, Indonesia, Thailand, fall 2006 and fall 2012 (plus Vietnam and Myanmar); Ecuador visit in November 2012 to initiate Go Teacher program; India and Iraq, fall 2013; India and Pakistan, spring 2013 and 14; fall 2014; South America, including Brazil, Uruguay, Colombia, Ecuador and El Salvador, fall 2014
* Participated in the Education USA college fairs and high school visits to Pakistan from 2010-2015 - initiated and executed the Summer Global Leadership program for high school students from Pakistan for the past three years
* Presented on U.S. Higher Education system, admissions process, international/student services, 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; Currently serving as the chair of Destination Indiana (‘Education Indiana’ now)
* Designed and implemented an individualized nine city recruiting trip to India, fall 2005; Planned and participated in a recruiting trip to India, Kuwait, Oman and United Arab Emirates, fall 2004; India, fall 2003
* Continual follow up with prospective students after each and every recruiting trip, 2003 – 2006
* Conduct application evaluations for prospective graduate international students; counsel prospective students and assist them in their visits to campus
* Coordinate a campus wide effort in international student recruitment; work closely with undergraduate admissions
* Participate in the international recruitment committee and coordinate efforts with the three admissions offices (undergraduate, graduate and law school) and the ESL program on campus
* Advise the Dean of Grad Studies, others on Indian educational system and application/transcript evaluation issues

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

* Co-market and promote the fourteen study abroad programs at Valparaiso University
* Educate and advise students interested in study abroad
* Assist the Director of International Studies in different issues regarding study abroad
* Administer and conduct pre-departure orientation meetings for seven of the fourteen study abroad programs
* Hold re-entry workshops when study abroad students return to campus
* Collaborate with faculty members in preparation for student study abroad trips
* Interview prospective study abroad students before final selection into seven of the fourteen programs
* Co-present study abroad workshops for prospective students and families during Campus Visit Days
* Coordinate efforts to develop new study abroad options for students, especially in summer
* reevaluate short-term options for students and plan 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 Alumni Network

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

### Management role in Higher Education

* Interview, select, train, supervise, evaluate and coordinate work of support staff, international students, study abroad applicants and student organizations
* Oversee functioning of the International Studies Office; Manage basic office operations including overseeing the contents of shared computer drive among office staff
* 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
* Manage VISA funds in adherence with Student Senate guidelines; Lead students in the proper use of student organization funds, including a VISA budget of over $20,000
* Collaborate with Residence Life in accommodating the needs and issues of international and study-abroad students
* Oversee the university 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

**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

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

Major: Individualized with concentration in sciences Minor: Mathematics

**TRAINING**

* Predictive Index training – 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) of your Institution, May 2007
* NAFSA Professional Practice Workshop: J-1 Regulations: The Second Step, 2006
* DATATEL training, Valparaiso University: 2006
* SEVIS upgrade training slides, US Immigration and Customs Enforcement, 2003 – 2006
* Web based SEVIS training, US Immigration and Customs Enforcement, 2005
* NAFSA Professional Practice Workshop, F Regulations for Beginners, 2003 – SEVIS emphasis
* NAFSA Professional Practice Workshop, F-1 Regulations: The Second Step, 2001
* NAFSA Professional Practice Workshop, F Regulations for Beginners and Study Abroad Practices, 1998

###### 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, various high schools around the world, 2003-present
* Presenter at the 'Ecuador Day' hosted by the Ambassador of Ecuador at the Kansas State University - summer 2014
* Presentations on application process for admissions into the US colleges/universities, 2003-present
* Presenter at the South Central Asia Education USA regional conference, New Delhi, India, January 2009
* Presentations on India (once a month) for the preparation of a 2-week faculty development trip to North India that I co-led, March 2008
* Presenter on Sufism and Sikhism in Theology 200 class, Valparaiso University, December 2006
* Presenter on Sikhism in World Religions class, Valparaiso University, November 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 on ‘Dun Huang – Caves of Mogao Grottoes’ as a preparation for the China trip, April 2006
* Guest Speaker, Social Work class, ‘Spirituality and Social Work’, Heidbrink Hall, Valparaiso University, spring 2006
* Facilitator for the theology class visit to Sunday worship service at the Sikh Temple in Crown Point, IN, spring 2006
* Facilitator, counselor visits from various international high schools, Valparaiso University, July 15 and 16, 2005
* Panelist, ‘The formation of Children in Hinduism and Sikhism’, Valparaiso University, April 21, 2005
* Panelist, “What’s Faith Got To Do With It?” – Peace And Justice Symposium, Valparaiso University, November 8, 2003
* Panelist on ‘Structure of an Asian-American Family’, Lumina Room, Valparaiso University, October 30, 2003
* Facilitator for a Social Work class visiting the Sikh Temple, ‘Gurudwara’, Crown Point, IN, October 26, 2003
* Guest Speaker in class, ‘Spirituality and Social Work’, Heidbrink Hall, Valparaiso University, October 5, 2003
* Presenter, ‘After September 11 – A Study Abroad Perspective’ session on MLK Day, Valparaiso University, January 2002
* Panelist, ‘Inter-faith Marriage Panel’: presented the Sikh view of marriage, Valparaiso University, November 2001

##### PROFESSIONAL SERVICE

**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 Loius, 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 Roles**

* 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**

* 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**

* 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

###### SKILLS

**Languages:**

* Fluent in English, Hindi, and Punjabi
* Conversationally fluent in Urdu

**Technology:**

* 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 Oovoo to reach various constituencies
* Have blogging experience and familiar with website development (CMS); Lynda.com
* Familiar with PeopleSoft, DATATEL and Sun ONE Calendar