

MK Mohanan, Ph.D.

SUMMARY SKILLS

- Over fifteen years of experience in international enrollment and student services.
- Expertise in undergraduate and graduate international enrollment management life cycle.
- Served as Director of Graduate and Undergraduate International Admissions.
- Actively engaged in international education initiatives.
- Serve as the institutional point person to foreign governmental entities, embassies and educational missions, and sponsorship agencies.
- Make decisions on international partnerships, agents, and country liaisons.
- Make decisions on digital, social media and print marketing campaigns.
- Expertise in international credentials evaluation, sound knowledge in F-1 and J-1 regulations.
- Developed and executed successful international recruitment programs.
- Partnered with internal and overseas stakeholders in developing and executing recruitment and enrollment management plans.
- Successful in enrolling record number of graduate and international students.
- Strong supervisory, management and budgetary skills.

EXPERIENCE

Western Michigan University, Kalamazoo, Michigan

02/2021-Present

Director of International Enrollment

- Manage the international enrollment management operation.
- Manage all international recruitment.
- Manage recruitment budget, develop recruitment programs, and assign counselors to the events.
- Coordinate the work of country liaisons.
- Liaise with recruitment agencies and partners.
- Direct Fulbright scholars' admissions and enrollment.
- Liaise with academic departments to coordinate graduate enrollment management.
- Initiate, negotiate and decide on international partnership agreements.
- Coordinate international student retention efforts.
- Advise and counsel students and scholars.

Western Michigan University

09/2019-02-2021

Director of International Admissions and Services

- Managed the international admissions and student services operation.
- Managed the student and exchange visa document processing and dispatching.
- Directed the immigration services unit.
- Coordinated all international recruitment.
- Directed Fulbright scholars' admissions and enrollment.
- Initiated, negotiated, and decided on international partnership agreements.
- Establish, fostered, and maintained relationships with overseas universities and personnel.
- Liaised with Embassies and Cultural Missions of foreign governments.
- Supervised the work of country liaisons and recruitment agents.
- Managed recruitment budget, decided on international student emergency funding requests.

- Coordinated international student retention efforts.
- Advised and counseled students and scholars.

IPEX Corporation, Jersey City, NJ 07306

02/2016-08-2019

Marketing Manager

- Developed new markets and clients.
- Expanded the product and services portfolios.
- Liaised and managed relationship with clients, vendors, and customers.
- Initiated, coordinated, and managed internal communication.
- Developed new products and services and coordinated their production and delivery.
- Managed the delivery of products and services.
- Identified and resolved issues with clients, vendors, and customers.

Marlabs, Inc., 1 Corporate Place South, Piscataway, NJ 08854

03/2014-07/2015

Campus Recruiter

- Developed and maintained relationship with faculty, staff, career services departments and student organizations.
- Conducted university outreach, and recruited new Business and IT graduates.
- Made campus presentations and maintained communication with prospective hires.
- Evaluated and certified candidates' credentials.
- Arranged training, monitored progress, and provided additional help as needed
- Prepared and submitted trainees for full-time projects; prepared them for client interviews and issued final approval for placement.
- Liaised with and managed client and vendor relationship.
- Coordinated the visa sponsorship submissions with the legal department.

Rutgers University, Piscataway, New Jersey

06/2011-11/2011

Consultant, International Recruitment and Admissions

- Advised the new Office of International Recruitment and Admissions on international recruitment and admissions.
- Advised on establishing new communication plan for undergraduate international prospects.
- Conducted international recruitment tour in India.
- Submitted strategic international recruitment plan.

The University of Tennessee (UT)-Knoxville, Tennessee

10/2006-01/2010

Director of Graduate and International Admissions

- Participated in developing Graduate School policies and procedures (partnered with the Associate Dean to develop Graduate Directors' Handbook).
- Interpreted and enforced Graduate School and university policies.
- Advised Graduate School Dean and program directors on matters pertaining to graduate admissions, enrollment management, assistantship and on student visas regulations.
- Served as a resource person for graduate program directors on policies and procedures.
- Developed office processing manual, and instituted office policies and procedures.
- Conducted annual graduate directors' workshops on university and Graduate School policies.
- Served as a member of the Graduate Council, Graduate Deans Group, Graduate School Leadership Team, and Undergraduate Admissions Advisory Council

- Served as Graduate School liaison to internal and external agencies.
- Planned and conducted undergraduate international and graduate recruitment (partnered with the ELI Director to conduct ELI and international recruitment).
- Managed graduate and international admissions operation (Initiated many innovative technological changes to the database and imaging systems, and instituted new processing benchmarks enabling faster processing, decision-making and I-20 processing).
- Liaised and coordinated decision-making operation with program directors.
- Evaluated domestic and international credentials to determine admissibility.
- Made undergraduate international admission decisions.
- Ensured that departmental decisions complied with institutional standards.
- Evaluated and certified financial documents of international students.
- Developed and managed office budget.

Cleveland State University, Cleveland, Ohio

08/2005-03/2006

Director of Graduate Admissions

- Managed graduate admissions operation, supervised staff, and managed office budget.
- Established policies and procedures for admissions office.
- Planned and conducted graduate recruitment.
- Participated in developing and enforcing Graduate College's policies and admission standards.
- Served as an *ex-officio* member of the Graduate Council.
- Liaised and coordinated admission decision-making function with program directors.
- Counseled students, approved change of programs requests.
- Evaluated domestic and international credentials, and ensured compliance with institutional standard.
- Made admission decisions for the College of Education, based on delegated authority resulting in faster admission decisions and higher enrollment.
- Determined residency status.

Wayne State University, Detroit, Michigan

02/2003-07/2005

Assistant Director of Graduate Admissions

- Oversaw graduate admissions processing and decision-making operation.
- Planned and conducted domestic and international recruitment.
- Interacted with applicants and students and provided timely status feedback.
- Evaluated domestic and foreign academic and financial documents.
- Made admission decisions for the College of Engineering masters' programs.
- Coordinated school-level meetings to improve admission decision-making, and communication.
- Liaised with and coordinated enrollment functions with program directors.
- Coordinated I-20 and DS-2019 document processing and dispatching operation.
- Initiated and implemented multicultural awareness training through the Office of International Students and Scholars.

University Counselor II, Office of Graduate Admissions

8/1998-01/2003

- Evaluated domestic and international applications and credentials, ensured admissibility, and made appropriate decisions.
- Counseled applicants, maintained communication and provided timely feedback on application status.

- Liaised and coordinated decision-making function with program directors.
- Advised program directors on international credentials, and on student visa regulations.
- Signed I-20 and DS-2019/IAP-66 documents.
- Developed and executed international and domestic recruitment programs.
- Conducted recruitment tour in India in early 2000 resulting in 125% increase in graduate applications by fall semester 2001.
- Conducted extensive recruitment tours in Canada between 1998 and 2005.

EDUCATION

Ph.D.: School of International Studies, Jawaharlal Nehru University, New Delhi.

M.Phil.: Jawaharlal Nehru University, India.

M.A. & BA: University of Kerala, India (Political Science and International Relations)