

GEETEECA (GEET) VANAİK

PROFILE

- Fourteen years of Higher Education experience with proven expertise in partnership development, admissions, marketing, international student & scholars services, ESL, immigration law, study abroad, fiscal management, DEI, fundraising and community engagement, export control, and risk management.
- Provided strategic leadership and vision in the development of International Affairs that is collaborative, forward-looking, technology-driven, service-oriented to support campus internationalization.
- Developed and oversaw English as a Second Language International (ESLI) and University Pathways.
- Provided leadership for an on-campus incubator that created a connection between entrepreneurs, university, and the community.
- Supervise and mentor a team of 14 professionals to ensure quality, responsiveness, and efficiency in services by developing performance goals, building on past successes, providing professional development opportunities, and creating an innovative environment.
- Manage a budget of \$1.2 million annually.
- Serve as a primary source of information and expertise to the president, deans, administrators, faculty members, and staff professionals to address issues and concerns related to international students, scholars, and employees.
- Locally recognized for crisis management planning during the COVID-19 pandemic.
- Provided leadership to area international educators as the Chair of International Education Council (IEC) of Illinois and Missouri on immigration, international higher education policy, and best practices.
- Expertise in Study Abroad: Short-term faculty-led programs and semester abroad programs through various partnerships (CEA, AIFS, ISA, etc.).
- In-depth knowledge of Risk Management and International Endowments & Gifts
- Advanced dedication to social justice, diversity, inclusivity, and equity.
- Extensive international experience, including living, studying, traveling abroad, and speaking a foreign language (Hindi, Urdu, and Punjabi).
- Highly regarded as a conscientious and innovative leader, with excellent communication, ability to make independent judgments under pressure, problem-solving, project management, and relationship-building skills.

EDUCATION

- Ed.D. Higher Education Leadership, Conferred: December 2017
Maryville University, St. Louis, MO
- M.S. Biotechnology Management (Full Scholarship), Conferred: December 2008
Southern Illinois University Edwardsville
- B.S. Biology, Conferred: August 2006
Southern Illinois University Edwardsville

PROFESSIONAL EXPERIENCE**Director of OISS, Northwestern University****October 2020- Present**

- Provide creativity, leadership, and vision for the Office of International Student and Scholar (OISS) Services. Oversee the services, operations, and programs for 7,000 international students, scholars, faculty, and dependents.
- Serve as the chief compliance officer for all non-immigrant regulations and policies for all campuses: Evanston, Chicago, Miami, and NU-Qatar.
- Provide leadership and accountability for OISS diversity, equity, and inclusion initiatives so international is part of the conversation and consciousness when doing DEI work.
- Liaise with various government agencies, including but not limited to the Department of Homeland Security, Department of State, Department of Labor, Social Security Administration, local and state government agencies.
- Fundraise internationally to increase resources through alumni gifts.
- Plan & manage the department's \$1.2 million budget to fund the strategic mission, including financial sustainability & enhancement models.
- Provide leadership to key University and Northwestern Buffett committees to advocate for the international population and support multilingualism.
- Work with the Government Relations Office and the Office of the General Counsel, develop advocacy priorities, and ensure regulatory compliance.
- Collaborate with Northwestern Buffett senior staff in developing integrated approaches to the internationalization of the University.
- Oversee technology solutions to improve administrative and federal reporting functions—expertise in Terra Dotta implementation.
- Oversee the revamp of the website using assessment and research tools to optimize user experience around the globe, including content consideration for non-native English speakers.
- Oversee the implementation of programming and services to support arrival, acclimation, and building inclusive campus community connections for international students and scholars, including degree-seeking and non-degree-seeking students, employees, and visitors.
- Oversee the international student experience; create programs and services to improve international student and scholar services and community building.

Dean of International Affairs, Greenville University**July 2018- October 2020**

- Provided leadership, vision, and oversight for the Office of International Affairs and its reporting units: international admissions and marketing, global partnerships, international student and scholar services, University Pathways English Second Language (ESL) program, study abroad, cultural exchange, host family programs, international alumni, and global student engagement and academic success.
- Led university efforts in increasing student enrollment by developing and implementing a comprehensive strategic plan for international education.
- Developed and negotiated partnership contracts and Memorandum of Understandings (MOUs) to grow international enrollment.
- Conceptualized and implemented a complete restructuring of the Office of International Affairs by bringing together admissions and retention.
- Developed new initiatives, promoted global learning, increasing education abroad participation, and promoted campus-wide internationalization.

- Oversaw and managed an annual budget, income, and activity projections for the Office of International Affairs.
- Mentored and empowered staff to oversee and be accountable for their respective areas. Hire, supervise, and evaluate departmental staff.
- Assessed the ESL curriculum to ensure alignment with the professional standards, ensuring documentation and measurement of student learning outcomes.
- Managed hiring, training, and evaluation of ESL faculty. Oversaw ESL faculty advising and mentoring.
- Facilitated ESL students' matriculation process, ensuring students have a supportive and positive transition from ESL to undergraduate study.
- Developed innovative strategies to deliver international support services and programming that enhance international populations' academic and overall experience.
- Developed professional orientation and advising support to prospective and currently enrolled students, employees, and scholars on complicated immigration and institutional requirements liaising with human resources and legal counsel
- Oversaw co-curricular programming to assist international students with engaging with the academic community, including faculty, staff, non-international students, etc.
- Oversaw accurate and timely reporting requirements, document retention, and compliance obligations, especially with regards to Open Doors, SEVIS Recertification, H-1B public inspection files, and other employment-based applications (TN, O1, PR)
- Provided expert policy interpretation and analysis to campus stakeholders; collaborated with university counsel and administrators on interpreting regulations within the university, state, and federal policies.

Lead Immigration Coordinator, International Affairs, SIUE March 2008-July 2018

- Served as the Principal Designated School Official (PDSO) and Responsible Officer (RO) to ensure institutional and individual compliance with the law by appropriately interpreting and applying federal policies and regulations about F-1 and J-1 students and scholars.
- Responsible for all reporting: Open Doors, J-1 Annual Report, Recertification, and Re-designation
- Guided the Office of Admissions on immigration and international academic credentials and recruitment
- Provided leadership for week-long International Student Orientation for newly arriving international students three times a year
- Managed advisement of international students, visiting international faculty, Fulbright, staff, and the university community on all regulations set forth by USCIS that may affect F-1 or J-1 visa holders, including the visa application process, school transfers, changes of status, SEVIS record-keeping requirements, maintenance of status, reinstatement procedures, program extension, I-9, on and off-campus employment, economic hardship authorization, curricular practical/optional practical, and academic training, H-1B visas, travel and re-entry to the U.S. and dependent visa issues
- Assisted with International Participation Agreements and Study Abroad
- Performed Export Control for Visiting Faculty
- Served as a liaison for university departments: Office of the Vice-Chancellor of Student Affairs, Dean of Students, ESLI, Health and Counseling Services, Office of Equal Opportunity, Access & Title IX Coordination; Office of General Counsel
- Participated in professional development activities and regional and national conferences on international education to keep current on federal immigration regulations

Adjunct Instructor, SIUE**January 2018-Present**

- Teaching a course in the CSPA program to graduate students that provides an overview of student affairs, practices, and problems, with a focus on real-life applications
- Provide students with an in-depth analysis of the global higher education landscape, including a brief introduction to international student affairs, immigration law, international partnerships and policy and study abroad
- Teaching a course in the honors program to undergraduates called “The Immigrant World.”
- The Honors class focused on the history of immigration to the U.S. and explored current immigration policies such as Executive Order 13769, DACA, H-1B VISA limitations
- Students explore the difference between voluntary and forced migration in the Honors class and examine the following questions: What were the challenges? How do the challenges of the past compare to today’s immigration climate? What is the global impact of U.S. immigration policies? Explore their ancestral backgrounds and reflect on self-identity. How do they fit into the world?

RECENT PRESENTATIONS

Huang, L., Vanaik, G., Vogel, D., & Webb, R. (2020) *Jumping Into Your New Job: Career Transitions in International Education*. Recorded presentation through the Association of International Educators (NAFSA) eCONNECTION.

Vanaik, G. & Tindall, G (2020). Benefits of International University 101 Semester Long Course. *Proceedings of the Annual International Educators of Illinois (IEI) Conference in Bloomington, Illinois, March 12-13, 2020*.

Vanaik, G. & Ota, A (2019). Recruitment Strategies for Intensive English Programs (IEPs). *Proceedings of the Annual International Educators of Illinois (IEI) Conference in Wheaton, Illinois, March 13-14, 2019*.

Vanaik, G. & Hacking, J (2019). Staying Here – An International Student’s Path to Stay and Thrive in the U.S. *Proceedings of the Annual International Educators of Illinois (IEI) Conference in Wheaton, Illinois, March 13-14, 2019*.

Vanaik, G. & Price-Williams, S. (2017). Skills Development and Cross-Collaboration: Building Advising Competencies for Supporting International Student Success. *NACADA Annual Conference in St. Louis, Missouri, October 11-14, 2017*.

Vanaik, G., Hacking, J. & Legomsky, S. (2017). A Conversation on the State of Immigration. *Proceedings of the International Institute of St. Louis and the St. Louis Mosaic Project in St. Louis, Missouri, April 11, 2017*.

Vanaik, G. & Kehe, R. (2017). International Student Campus and Community Buddy Programs. *Proceedings of the Annual International Educators of Illinois (IEI) Conference in Chicago, Illinois, April 5-7, 2017*.

Vanaik, G. & Tamari, S. (2016). Say That Again: Effectively Communicating with Students from Diverse Cultures and Backgrounds. *Proceedings of the SIUE Student Affairs Mini-Conference in Edwardsville, Illinois, July 14, 2016*.

AWARDS/GRANTS

U.S. Department of State Reconnect Award, Philippines, 2011
Maryville University Dissertation Grant, 2016
International Educators of Illinois (IEI) Conference Grant, 2017
National Association of International Educators (NAFSA) Conference Grant, 2018
CCU Regional Immigration Summit Grant, 2020

PROFESSIONAL AFFILIATIONS

National Association of International Educators (NAFSA)
American College Personnel Association (ACPA)
International Education Council (IEC) of Illinois and Missouri
International Educators of Illinois (IEI)
International Institute of St. Louis
St. Louis Mosaic Project

TECHNICAL SKILLS

Operating systems: Windows, Macintosh
Software: Microsoft Office (Word, Excel, PowerPoint, Access); Blackboard, D2L, CANVAS, BANNER, PeopleSoft, CAESAR Slate CRM, Salesforce, Jenzabar, PoweFaid, SQL, Terra Dotta, WebNow, Argos Reporting, Starfish, fsaATLAS, SEVIS, Constant Contact, Hobson's EMT
Social Media: Twitter, Facebook, Instagram, Snapchat