

# Mozhda Radmanish

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## EDUCATION

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### UNIVERSITY OF KANSAS

Master of Science - Higher Education Administration

Relevant Coursework: Student Development Theory, Diversity, Equity and Inclusion, Higher Education Leadership

Lawrence, KS

May 2026

### UNIVERSITY OF KANSAS

Graduate Certificate - Leadership, Equity and Diversity

Relevant Coursework: Leadership Ethics, Managing the Work of Leadership, Leadership and Communication

Lawrence, KS

May 2023

### BALKH UNIVERSITY

Bachelor of Arts - English

Relevant Coursework: Ethics in Professional Communication, Organizational Studies, Technical Writing

Balkh, Afghanistan

May 2016

## RESEARCH INTERESTS

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- Global education, inclusion, and cultural exchange
- International and Bilingual students
- Equity issues in higher education
- Gender, culture, and access to education for women and underrepresented populations
- Student Engagement and work motivation
- Organizational behavior in higher education institutions

## ACADEMIC LEADERSHIP

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- Event Coordinator, Student Union Activities (SUA)
- Treasurer, International Women's Association (IWA)
- Advisor, Jayhawks for Afghanistan Student Organization
- Member, Higher Education Student Association (HESA)
- Volunteer, International Student Orientation Spring 2023
- Volunteer, Higher Education Student Organization
- Volunteer, KWLI, Women Leadership Program Summer 2023
- Volunteer, Big Event at KU, Fall, 2024
- Volunteer, Big Event at KU, Spring 2026

## PROFESSIONAL CONFERENCE

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- Attended Kansas Women Leadership Program on June 2016
- Attended Kansas International Educators (KIE) conference on April 3rd, 2025
- Participated in IDEAL, 2025: Bridging Gaps: Advancing Access, Belonging, Success, and Respect Across Education and Workplaces on March 7th, 2025
- Participated the NASPA Annual 2026 conference on March 11-13th

## RESEARCH EXPERIENCES

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- Conducted Research on the challenges international student face and cultural adjustment in the U.S, University of Kansas, 2024
- Reviewed scholarly literature and synthesized findings into a policy and intervention proposal, University of Kansas, 2025
- Conducted in-depth literature review of ageism and discrimination in the workplace, leadership and communication at the University of Kansas, 2023
- Completed an independent undergraduate Thesis: Interpersonal Communication, Balkh University in 2016
- Completed a literature review on how campus involvement and participation in student organizations influence students' academic success, persistence, and retention in higher education at the University of Kansas, 2025
- Conducted a Case Study Analysis of the University of South Carolina's Context, Background, and Functional Area at the University of Kansas, 2025

## PROFESSIONAL AND ADMINISTRATIVE EXPERIENCES

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### UNIVERSITY OF KANSAS

Graduate Assistantship - International Support Services

- Supported recruitment, onboarding, and employment coordination for 260+ international student employees, ensuring alignment with university policies and federal regulations.
- Planned and executed 8 Atlas Series cultural events and 4 pre-arrival Zoom information events in Fall 2025, reaching 80+ students across immigration, academic expectations, and cultural adjustment topics.
- Designed and distributed a weekly ISS newsletter to 1500+ international students, increasing ISS community engagement and awareness of campus resources.

Lawrence, KS

June 2024 – May 2026

### UNIVERSITY OF KANSAS MEMORIAL UNION

Human Resources Specialist

- Managed full-cycle recruitment and onboarding for 30–35 student and professional staff hires per semester, including interview coordination, offer preparation, and new hire processing through Paycom.
- Used Paycom to support onboarding, employee data entry, hiring records, and personnel updates while maintaining accuracy and confidentiality.
- Assisted with payroll-related changes by reviewing new hire information, employment updates, and documentation submitted through Paycom.
- Responded to employee questions related to hiring, onboarding, payroll, and HR procedures, providing support and escalating issues when needed.
- Maintained organized personnel records and ensured HR documentation aligned with institutional policies and compliance requirements.
- Designed monthly newsletters using Canva, planned Employee Appreciation Day, boosted engagement for a workforce of 600+ employees.

Lawrence, KS

July 2023 – June 2024

### LAWRENCE PUBLIC SCHOOLS HUMAN RESOURCES OFFICE (USD 497)

Human Resources Intern

Lawrence, KS

February 2023 – June 2023

- Supported talent acquisition for 4 open positions by screening resumes and managing candidate documentation, enabling the Recruitment Manager to focus on high-priority selection tasks.
- Developed a weekly employee wellness initiative using Canva, contributing to improved employee experience across 40+ staff members.
- Maintained organized applicant records and HR process documentation, ensuring compliance and workflow consistency across the department.

### **AGA KHAN AGENCY FOR HABITAT (AKAH)**

Baghlan, Afghanistan

Human Resources Specialist

May 2020 – August 2022

- Coordinated full-cycle recruiting for a regional workforce of 50+ employees by managing job postings, candidate screening, shortlisting, and finalization across local and international talent pipelines.
- Conducted reference checks, credential verification, and background screening for all regional hires, ensuring 100% compliance with organizational HR policies and international NGO standards.
- Maintained timekeeping, leave records, and personnel data across HRIS platforms for 50+ staff, ensuring data accuracy and regulatory adherence.

### **UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)**

Balkh, Afghanistan

Human Resources Intern

April 2018 – November 2019

- Co-managed onboarding and training sessions for 20+ employees, accelerating integration into organization and reducing early attrition.
- Maintained and updated personnel files for 120+ staff in HR systems, ensuring data accuracy and improving record accessibility.
- Prepared daily attendance reports and supported SOP documentation, enabling consistent and accurate HR recordkeeping.

### **GRANTS & SCHOLARSHIPS**

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- Fellowship awarded by the Institute of Leadership Studies to Study Graduate Certificate Degree in Equity and Social Diversity in the US in August 2022 till May 2023 at the University of Kansas
- Scholarship received from the School of Education at the University of Kansas, Fall 2024- May 2026
- Rock Chalk Revenue Dream Maker Scholarship, Fall, 2025
- Emergency Scholarship received from the International Support Services, Spring 2026
- Villarreal/ Ackerman Scholarship from the School of Education, Fall 2025- Spring 2026

### **PRESENTATIONS**

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#### **POSTER PRESENTATIONS**

- Leadership Development Program for International Student Leaders, University of Kansas, Fall, 2025
- Policy & Program Intervention: Promoting Mental Health Awareness for International Students at University of Kansas, Fall 2024

#### **ORAL PRESENTATIONS**

- Evaluating the Career Needs of International Students at the University of Kansas- Fall, 2025
- Student Development Theory: Examining Social Identity of Female African American Students in College, Fall 2024
- College Leadership: University of South Carolina Context, Background, and Functional Area, Spring, 2025
- Leadership & Communication: Age Matters: Age Discrimination, Stereotypes, and Prejudice at the workplace, Spring, 2023
- Transparent Communication during Organizational Change, Spring 2026

### **MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS**

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- Member of National Association of Student Affairs Professionals (NASPA) since January 2024
- Member of the Society for Human Resources Management Professionals since, May 2024 (SHRM)