TITLE: Assistant to the Provost for Global Strategies and Academic Partnerships

DIVISION: Academic Affairs/Provost’s Office

REPORTS TO: Provost

GRADE: 13

SUPERVISES: Clerical staff

BASIC FUNCTION:

Reports to the Provost and serves as the central planning coordinator for strategic planning relative to advancing the internationalizing of the University. Works collaboratively with the Office of Study Abroad, International Education, Admissions (International), student service offices, and the colleges to implement cohesive internationalization strategies throughout campus. Responsible for advancing the enrollment and retention goals of international undergraduate and graduate students at URI, and as such, is the main point of contact for English language services coordination. Provides advice and consultation relative to potential new international institutional partnerships relative to the University’s strategic planning goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work collaboratively with the Office of International Education, Study Abroad, Admission, the academic colleges, departments, and administrative units to develop and coordinate implementation strategies to advance the internationalization goals of the University and develop effective communication and coordination between all university areas towards these goals.

Provide consultation to units in the development of their specific global plans, ensuring that these plans are aligned with the institution’s goals.

Chair a university-wide global steering committee to enhance coordination and communication of global related activities. Consider and prioritize recommendations from the University’s global task force reports for implementation.

Lead the development and implementation of a plan for evaluation of progress relative to global initiatives.

Provide periodic and annual progress reports of global academic activities and enrollment.
Coordinate services and develop processes to assist faculty in international research with colleagues abroad.

Provide assistance to Admission Office and the Graduate School to recruit international undergraduate and graduate students. Explore best practices, including the use of agents for recruitment, and advise accordingly as to enrollment impacts.

Expand and coordinate global summer program offerings on the URI campus.

Provides consultation to the Provost relative to new international institutional partnerships aligned with the University’s international strategic planning goals.

Serve as the primary point person/liaison between Associates for Cultural Exchange and the University of Rhode Island for English Language Services. Assist in effectively coordinating related activities to promote international recruitment and retention.

Confer with the Provost and provide assistance and advice on University global policy and related matters.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master’s degree in education, higher education administration, college student personnel, or related field and 5 years of experience in higher education international admissions and/or global related programs and activities; experience working with diverse populations; excellent writing, editing and verbal communication skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.