

Class Code:....0633-2017
Position#: (NUNC) (E)...
Developed by:.....DD&CK
Reviewed by:.....SG,DLJ
Approved by:.....LK
Date:.....03/17

UNIVERSITY OF RHODE ISLAND

Position Description

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

DIVISION: Academic Affairs (Provost's Office)

REPORTS TO: Vice Provost for Faculty Affairs

GRADE: 13

SUPERVISES: Administrative support staff

BASIC FUNCTION:

Report to the Vice Provost for Faculty Affairs and assist with strategic planning and implementation of advancements for the internationalization of the teaching, research and service missions of the University. Work collaboratively with the Office of International Students and Scholars, Admissions, Graduate School, and the colleges to implement cohesive internationalization strategies throughout campus. Responsible for assisting the Provost and Vice Provost with 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. Provide advice and consultation relative to potential new international institutional educational and research partnerships relative to the University's strategic planning goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work collaboratively with the Office of International Students and Scholars, Admissions, Graduate School, the academic deans, colleges, departments, and administrative units to develop and implement strategies to advance the internationalization goals of the University's Academic Plan.

Provide support for developing global education, research and service partnerships with international governments and universities.

Chair the University-wide Global Steering Committee to enhance coordination and communication of global-related activities. Consider and prioritize new international partnership recommendations from the University's Global Steering Committee with the Vice Provost for Faculty Affairs and the Provost.

Provide assistance to the Admissions Office and Graduate School to recruit international undergraduate and graduate students.

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Serve as the University's main liaison with multiple external educational service providers (e.g., Cambridge Educational Group) and international recruitment agents for recruiting and tracking students.

Advise accordingly as to international enrollment needs and support (e.g., course needs, housing, dining, health public safety, cultural training, etc.) assuring that our pathway students have a successful educational and cultural experience.

Work with academic Deans and faculty to create new and innovative international research programs.

Serve as the primary point person/liasion with partners that provide English Language Services.

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

Serve as liaison to faculty on Fulbright Scholars Program

Confer with the Vice Provost for Faculty Affairs and 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, 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; five years of experience in higher education international admissions and/or global-related programs and activities; demonstrated experience working with diverse groups; demonstrated strong writing, editing and verbal communication skills; demonstrated strong interpersonal skills; demonstrated to organize, coordinate and supervise a support staff.

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