

**Class Code:1261**  
**Position#:(NUNC)(E)**  
**Developed by:LB**  
**Reviewed by: DD**  
**Approved by: DD**  
**Date:10/17; 01/18**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Vice Provost, Global Initiatives (Senior International Officer)  
**DIVISION:** Academic Affairs (Office of the Provost)  
**REPORTS TO:** Provost, Division of Academic Affairs  
**GRADE:** 18  
**SUPERVISES:** Professional staff, support staff, students, and interns

**BASIC FUNCTION**

Serving as the senior international officer, provide innovative vision and strategic leadership in advancing the internationalization of the university. Facilitate and coordinate with program directors and deans in all international education, research and outreach programs and partnerships. Oversee study abroad, international student and scholar services, national student exchange, international academic partnerships and programs, and global community and outreach activities. Work with the colleges and academic departments to develop international study opportunities and curricula that integrate with and strengthen the academic programs. Advocate for international programs on campus and grow institutional global presence. Serve as a liaison to external constituencies related to international initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist the Provost in strategically creating and leading innovative global initiatives that support the Academic Plan and aligning them with the academic units.

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Working in partnership with the Admission Office, Enrollment Management, and Graduate School, direct a student-centered office that supports the needs and promotes the recruitment and retention of international undergraduate and graduate students.

Provide leadership to the staff in the International Center/Office of International Education.

Oversee international campus initiatives, such as study abroad, faculty led programs, international student and scholar services, national and international exchange programs, international student orientation, pre-departure and post-departure cultural programs, Fulbright programs, etc.

Provide a strategic approach the development and review of international partnerships.

Ensure compliance with all federal and state statutes and contribute to the development of University policies and procedures as they relate to immigration and visa requirements.

In collaboration with the University's risk management office, develop, review and ensure compliance with international risk management policies and procedures.

Collaborate with faculty within the University to enhance the international dimension of academic programs.

Provide university-wide training for faculty and staff who are currently engaged in, or wish to set up, international educational and outreach programs.

Develop, implement, and expand the University's international programming and events (e.g., International Education Week), collaborating with the Multicultural Student Services Center as appropriate.

Develop and institute culturally responsive protocols for international visitors and host international visitors.

Chair the Global Steering Committee, working with the committee to prioritize the University's global strategic goals and provide guidance on global education and programs.

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Develop and institute effective communication strategies regarding global initiatives and opportunities to internal and external stakeholders, including updating and maintaining web and other electronic communications.

Assess and report on the quality and impact of campus global initiatives.

Maintain a database and repository of global initiatives and programs.

Serve as a University representative to relevant national organizations and as a University liaison with professional colleagues in other US colleges and universities.

Administer the budget and oversee the financial aspects of the various global programs.

Actively seek new opportunities and identify new sources of external funding for expanding and developing new initiatives that support the global strategy.

Travel internationally to establish and sustain global partnerships.

**OTHER DUTIES AND RESPONSIBILITIES:**

Prepare periodic reports; develop policies and procedures as needed.

Provide routine office management.

Perform other duties as assigned:

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

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**QUALIFICATIONS:**

**REQUIRED:** Ph.D., Ed.D., or J.D. from an accredited institution of higher education; Minimum of five years of administrative experience relevant to international education and/or programs in a higher education context (preferably within a public research institution); Demonstrated experience in international cross-cultural settings; Demonstrated experience in strategic planning and implementation; Demonstrated commitment to the objectives of international education; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated intercultural experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Ph.D, Ed.D., or J.D. Degree and/or certification in a field relating to international studies or intercultural communications; Demonstrated knowledge of SEVIS and experience supervising student and faculty application process for non-immigrant visas; Demonstrated experience in study abroad programming and risk management; Demonstrated experience in college level teaching and/or research; Demonstrated proficiency in one or more foreign languages; Demonstrated experience in preparing and presenting detailed analyses, reports, and recommendations to stakeholders; Demonstrated engagement with professional organizations in global education (e.g., NAFSA, CIEE, CCIS, IIE, and AIEA, etc.).

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