Title: Director, Global Engagement

Pay Scale Group: 20

Description Summary

Under general direction from a designated administrator, develop and implement strategic and programmatic direction that will cultivate and expand international programs, research and partnerships.

Characteristic Duties

- Responsible for development, implementation and administration of goals to achieve strategic objectives by providing leadership for the development, implementation, and sustained expansion of international partnerships/initiatives; utilize entrepreneurial skills to lead expansion of international partnerships with entities in key strategic regions; facilitate meetings, events, and visits to generate new opportunities. Assess and analyze current partnerships, benchmark with other related programs, identify country and degree gaps, and make recommendations for implementing best practices.

- In collaboration with UC administrative and academic units (i.e., Office of the President, Office of the Provost, UC International, Professional Practice, Public Relations, Academic Colleges, and Foundation, etc.) assume management responsibility for a wide range of projects/tasks including negotiation and management of formalized memorandum of understanding (MOU) and cooperative agreements; work with administrators and faculty in planning and implementing international strategy which includes setting performance measures and evaluating programs.

- Formulate, recommend, approve and implement policies, procedures, controls, and manage processes to advance service levels; responsible for policy execution and results that enrich the department/center, the campus and the university; formulate, approve and communicate major policy changes affecting other departments and authorize policy exceptions; participate in cross-functional policy development; prepare reports, disseminate/interpret information, provide advice, write proposals, deliver presentations, construct contractual agreements, and ensure that all programs and services comply with university, state and federal regulations.

- Manage the recruitment/placement of US faculty to teach overseas; in collaboration with UC International, coordinate international travel including but not limited to visa, travel, housing, transportation, etc.; facilitate recruiting trips to international locations; coordinate the transition of international students to study in the United States during their final year. Communicate and assist students, parents, corporate partners resolve questions and complex issues.

- May provide administrative leadership and supervision to managers, professionals and support staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.
• Develop, implement and monitor department/center budget; authority for budget, revenue and expense planning and approving expenditure; has signature authority as “accountable officer” for program and reports on budget status to AVP level.

• Serve on various university, division and departmental committees and represent the department and university at various conferences, symposia, and other recruitment and outreach events.

• Perform related duties based on departmental need.

**Minimum Qualifications**

Master’s degree with five (5) years experience; -OR-Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) year’s experience; -OR- eleven (11) years experience. Experience must be related to areas of responsibilities.

New: July 2013