

**Position Number:** D98919

**Job Title:** Vice Provost

**Department:** International Affairs

**FTE:** 1.0 benefits eligible

**Job Type:** Administrative

**Posted Date:** 01-31-12

### **Position Summary**

The Vice Provost for International Affairs works with faculty and administrators to develop international programs, activities and curricula that are consistent with the university's mission, and that foster the preparation of students and faculty for the increasingly global nature of contemporary life. The Vice Provost is expected to be active in the external community in order to leverage opportunities that will further the international mission of the University, while contributing to international commerce and cultural competency of the community.

Successfully advancing the University's international mission requires that the Vice Provost work closely and collaboratively with a wide variety of senior administrators, the Office of Student Affairs, the International Admissions Office, the Office of University Relations, the Alumni Affairs Office, and the International Studies program. The Vice Provost works with the Chief Diversity Officer to promote a campus climate that is inviting and supportive of international faculty, students, and staff.

The next Vice Provost must have the interpersonal skills needed to build trusting relationships with a wide variety of individuals across the campus, community and the world. The successful candidate will have sufficient technical knowledge about regulations and laws affecting the functions performed by the Office of International Affairs to appreciate the complex and demanding work of the staff. He or she will develop the knowledge and data about the activities of the Office of International Affairs needed to represent and advocate for the Office in campus conversations and deliberations.

### **Responsibilities**

Specific responsibilities include:

- Provides full-time administrative and fiscal leadership for the various units under the Office of International Affairs: International Student & Scholar Services, International Student Life, Education Abroad, International Special Programs, and the Waseda Oregon Program
- Contributes to the development and implementation of the University's Comprehensive Internationalization Strategy (currently in its second iteration of development)
- Facilitates and coordinates the University's major international activities in each of the seven colleges and schools
- Works closely with the University's undergraduate International Studies Program, housed in the College of Arts and Sciences
- Represents PSU in national studies and conferences on international learning and assessment
- Administers funds for research and curriculum development offered through annual internationalization Mini-grant Awards
- Provides leadership and oversight for the Institute for Asian Studies, Confucius Institute, and the Middle East Studies Center
- Provides advice and specific plans for university-wide short and long-term strategies for international partnerships, exchange programs, and international student recruitment;
- Oversees the strategic implementation of international partnerships, to include international memoranda of understanding, in consultation with Legal Counsel and the University Business Office

- Collaborates with the Vice President for Enrollment Management and Student Affairs and other campus programs to ensure that recruitment and retention strategies for international students are aligned and successful
- Encourages a strong intellectual environment through conferences, support of visiting scholars and other events
- Pursues opportunities that will increase external funding for OIA programs including revenue generating programs, grants and contracts, and solicitations from private donors
- Plans international trips and accompanies the President, Provost and other senior administrators as appropriate.

### **Qualifications**

The successful candidate will have a record of scholarship and relevant academic experience that qualifies the candidate for the rank of professor with tenure in a Portland State academic unit. The candidate will have three or more years of relevant administrative experience running internationally-related programs, including curricular area studies and/or strategic exchanges and partnerships, demonstrate a commitment to international students and faculty, understand the objectives and goals of the internationalization initiative, and show evidence of leadership and managerial skills relevant to the position of Vice Provost. He or she will have a broad portfolio of relationships and networks throughout the world. Proficiency in a second language is expected, and the ability to work successfully in any of the world's cultures is mandatory.

### **Compensation**

The starting annual salary rate for this position will be competitive with an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or one dependant at any of the Oregon University System schools.

### **To Apply**

Individuals interested in this opportunity should submit a cover letter, vita, and a list of 3-5 references. Review of applications by the search committee will begin on February 25th and continue until the position is filled. Applications can be submitted by email to [kblack@pdx.edu](mailto:kblack@pdx.edu) or mailed to the search contact: Kathy Black, School of Business. PO Box 751, Portland State University. Portland, OR 97207-0751/