1. Position Identification

<table>
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<tr>
<th>Position Number</th>
<th>998787</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Global Engagement Senior Officer</td>
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<tr>
<td>Department:</td>
<td>Student Recruitment and Global Engagement (SRGE)</td>
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<td>Reports to:</td>
<td>Associate Director, Global Engagement</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct_____ Indirect____1____</td>
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<tr>
<td>Classification Level</td>
<td>SG10</td>
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<tr>
<td>Last Updated</td>
<td>May 2018</td>
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2. Position Summary

Student Affairs at the University of Victoria helps to transforms students’ lives by supporting and inspiring the highest standards of student learning and success, community engagement and staff development. The Division is comprised of 29 reporting units in five departments: Athletics and Recreation, Campus Services, Office of the Registrar, Student Recruitment and Global Engagement, and Student Services. The comprehensive and integrated range of services we provide make Student Affairs one of the most dynamic and diverse divisions on campus. Together, we support UVic’s vision “to be a university of choice for outstanding students, faculty, and staff from BC, Canada, and around the world.”

As part of the Division of Student Affairs, Student Recruitment and Global Engagement (SRGE) develops, implements, and monitors strategies to communicate and promote the University of Victoria as an education destination of choice for high achieving students. SRGE also provides transition programming and fosters critical linkages with international institutions to advance the objectives of a globally engaged university. These responsibilities and programs are carried out in the context of the wider university and involve close collaboration with Deans for undergraduate and graduate studies, the Division of Student Affairs, and others.

Reporting to the Associate Director, Global Engagement, the Global Engagement (GE) Senior Officer works with the SRGE team, and with internal and external stakeholders to further UVic’s internationalization goals as per the UVic international strategy.

The GE Senior Officer works with colleagues (including GE, SR, ISS, Coop, other Student Affairs units, Legal Counsel, Risk Management, faculty, academic units, and on the Education Abroad Committee, etc.,) to draft, revise and re/negotiate inter-institutional partnership, exchange, research, scholarship, and other agreements at the departmental, faculty and university-wide levels.

The GE Senior Officer liaises between Faculties/Departments and the GE unit regarding partnership agreements and monitors agreement effectiveness; ensures best practice process is followed in feasibility assessments and due diligence for new proposals; monitors agreement status and follows protocol when agreements are considered for renewal/termination/expiration.

The GE Senior Officer coordinates planning and delivery for international visitors and of delegations, and prepares briefing documents when requested for these visits which must support the University’s internationalization goals.
Responsible for ensuring online GE database of searchable institutional partnership agreements is always up to date and accurate.

This position periodically requires flexibility to work weekends or evenings. Occasional travel (domestic and international) may be required.

### 3. Key Responsibilities and Expectations

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<tr>
<th>Key Responsibilities and Expectations:</th>
<th>%of time</th>
<th>Expectations:</th>
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| Coordinate international partnerships and facilitate international agreements on behalf of the university (70%) | | • Participate on the Education Abroad Committee (EAC).  
• With direction from the Associate Director, GE, draft, review, revise, negotiate and finalize standard and non-standard partnership, exchange and other agreements (eg. educational service, study abroad, student transfer/articulation, ESL/Degree studies, international co-op/WIL, international practicum/internship, etc.) using templates created by UVic Legal Counsel on an annual basis.  
• Negotiate controversial issues, mentor faculty and staff to follow UVic policies and procedures.  
• Liaise with units and colleagues across campus (ie: Education Abroad Committee, General Counsel, senior administrators, faculty members, Office of Registrar, University Secretary, Graduate studies, academic units, ISS) regarding international partnerships and agreements.  
• Provide administrative support to senior administrators with respect to the development of UVic’s relations with international governments, organizations and educational institutions referencing the UVic tiering/market and international strategy.  
• At request of the Associate Director, GE, develop country linkage reports and briefing note documents for SRGE and other UVic colleagues (including the President’s Office) on in-country partnership and university activities. |
| Incoming and outgoing delegations 20% | | • At request of Associate Director, GE, coordinate and host executive level international and domestic delegations from university partners and potential partners, including protocol visits from consular corps.  
• Provide advice and support to the Director, SRGE and Associate Director, GE to plan and carry out international visits, make appointments and contact partners/potential partners.  
• Develop briefing notes and agendas for international visits (incoming and outgoing) and compile relevant background documentation. |
| Other duties 10% | | • Participate, as requested, in conferences (BCCIE, CBIE, APAIE, etc.) of international organizations to which UVic and GE belong.  
• Facilitate faculty and staff members’ access to internationalization information in the fields of international education, research and development.  
• Maintain regular communications and foster close relationships with foreign government offices in Canada and Canadian Government overseas offices. |
• Perform other related duties and responsibilities consistent with the classification of the position.

### 4. Classification Factors:

#### Problem-Solving:

Problems are varied and judgment and investigation are required to identify possible solutions, coordinating, drafting and revising inter-institutional agreements, partnership opportunities, and planning for delegations.

Agreements are based upon existing templates which are updated at the request of the Senior Officer GE on an annual basis by UVic Legal Counsel.

Senior Officer GE must use best judgement and understanding of institutional risk management, safety and liability issues when deciding what must be assessed as appropriate by UVic Legal Counsel. Not doing so places the University of Victoria at risk.

#### Responsibility for Financial & Material resources:

Does not have any budgetary responsibility. However, each exchange agreement signed has revenue implications for the institution (+/- $40K, where 1-3 students move between UVic and the partner institution). This is a shared responsibility with the Associate Director GE.

There are 300+ international partnership agreements maintained by the GE Officer (and housed at the GE office and on the online database). Approximately 100 of them offer exchange opportunities to tri-faculties students and a further 80 offer exchange opportunities to Business faculty students. The GE Officer is responsible for maintaining the language in the contracts and ensuring they are in good standing. When expired, the Senior Officer GE is responsible for bringing them in advance to the attention of the EAC for consideration. This is a shared responsibility with the Associate Director GE.

#### Responsibility for Human Resources:

Receives supervision from the Associate Director GE. Provides guidance and coordination of work to GE Officer.

#### Impact of Decisions and Actions:

Accountable for the coordination of projects, services and agreements, and for maintaining effective working relationships with stakeholders.

Individual actions and decisions with respect to partnership agreements and relationships have a major impact on the results of related projects and services.

The position requires special appreciation of political and diplomatic protocol, sensitivity to cultural differences, and the experience and presence to represent the University with the highest standards of professionalism. Individual actions and decisions with respect to partnership agreements and relationships have a major impact on UVic’s reputation, and the results of related projects and services.

Ability to use the very best personal judgement is of paramount importance.

#### Independence:

Sets objectives based on direction from the Associate Director GE, and on the needs of service users/stakeholders.
For example, would be required to seek guidance and/or consultation from Associate Director, GE and UVic stakeholders when a partner/non-partner requests a renewal/new agreement or when considering partner agreement terminations. However, the Senior Officer would not be required to seek guidance for routine correspondence with partners and stakeholders.

Works within established policies, procedures and precedence, has latitude in selecting work methods.

5. Summary of qualifications:

This position requires a Bachelor’s degree and at least 5 years’ direct experience in:
- Drafting / extending / terminating traditional and non-traditional institutional contracts and agreements
- Institutional risk management, safety and liability issues
- Best practices in international education, global engagement, and international partnerships
- Building and maintaining effective partnerships utilizing excellent judgement and communications skills

An equivalent combination of education and experience may be considered.

In addition this position requires:
- Excellent knowledge of international education
- Intercultural fluency
- Excellent understanding of contracts and agreements
- Excellent analytical, critical thinking and problem solving skills
- Superior communication skills, both written and verbal, including presentation skills
- Some supervisory experience
- Ability to build and maintain productive working relationships with all stakeholders
- Ability to work independently and collaboratively in a team environment
- Proven track record achieving project goals on time and produce deliverables of high quality
- Demonstrated ability to maintain accuracy and quality in a busy and rapidly changing environment

Preference may be given to those who hold required experience in an intercultural, global, post-secondary educational context.

Assets:
- Master’s degree in relevant discipline or specialization, and facility/fluency in a language or languages other than English
- Work experience in a post-secondary setting
- International and intercultural programming experience
- Experience working directly with staff and faculty members

Employee’s Signature: ___________________________ Date: ________________

Manager's/Supervisor's Signature: ___________________________ Date: ________________