



# Colorado State University

## Vice Provost for International Affairs – Position Description

Colorado State University (CSU) invites applications for the position of Vice Provost for International Affairs. The university seeks candidates who are visionary, entrepreneurial, collaborative leaders with demonstrated success and proven effectiveness in developing and facilitating international programs. The Vice Provost for International Affairs is the senior international officer at Colorado State University, responsible for managing over 50 staff members with separate units for International Student and Scholar Services, Education Abroad, International Initiatives, and China Programs.

The Vice Provost reports to the Provost and Executive Vice President, sits on the President's Cabinet and the Council of Deans, chairs the CSU Operations Committee for Campus Internationalization, and works closely with other international programs on campus including Semester at Sea, the INTO CSU pathways program for international students, and the CSU satellite campus in Todos Santos, Mexico.

The mission of the CSU Office of International Programs is to create and foster international activities that support teaching, learning, research, and engagement throughout the university. This mission is accomplished through a broad array of programs and services designed to provide international experiences for all CSU students, scholars, faculty and staff, including education abroad opportunities as well as faculty initiatives and partnerships with universities around the world. The Vice Provost oversees all of the responsibilities of the Office of International Programs at CSU, including both internal and external activities. The responsibilities of the Office of International Programs include international student and scholar services, education abroad, domestic and international student services, program development, faculty collaboration and coordination, international partnerships, campus events and activities, marketing and communication, data collection, working with international research centers and institutes, coordinating work with the Fort Collins International Center, and grant and fundraising opportunities. The Office of International Programs is recognized as an academic department at CSU, offering a range of interdisciplinary academic courses and engaging in curricular issues for CSU.

Colorado State University is a recognized national leader in comprehensive internationalization, and the Vice Provost is expected to be deeply engaged in national organizations and policies related to international education. In 2013, CSU received the national NAFSA *Senator Paul Simon Award for Campus Internationalization* and the International Student Barometer results consistently show that CSU international students are among the most satisfied in the United States with their campus experience in both academic and student affairs arenas.

Research has been an anchor of the university's internationalization strategy since adoption of the university's 2007 Internationalization Plan, and the Vice Provost for International Affairs works closely with the Vice President for Research at CSU. Growth in recruiting of international students and participation in the university's Education Abroad Programs is essential to the university, and numbers have doubled in each category in the past 8 to 10 years.

Qualified candidates for the Vice Provost for International Affairs position should be strategic and innovative thinkers who have successfully managed and led organizational and operational change within an institution. The field of International Education has gone through profound changes in the past 10-15 years with a shift from simply educating about international issues to playing a leadership role in infusing international engagement and global perspectives at every level of the university. Internationalization does not merely augment other campus priorities, but rather is an integral part of those priorities. The university's emphasis centers on comprehensive internationalization, and the Vice Provost for International Affairs should be well prepared to confront new challenges and opportunities likely to shape campus efforts in the coming decade.

Candidates should have sophisticated communication skills and be able to foster collaborative relationships with colleges and units across campus and with the public, domestically and internationally. Candidates should be deeply committed to the important role that diversity plays in an educational setting and should demonstrate unquestionable integrity, sound judgment, and excellent team-building skills. Candidates should have a strong working knowledge of the use of data and the role that data analysis plays in policy formulation for international education.

In sum, the Vice Provost for International Affairs, as the senior international officer at Colorado State University, provides administrative and creative oversight for the Office of International Programs and all of CSU's international activities. The Vice Provost is responsible for developing and implementing the university's ambitious international agenda and globalization efforts. The Vice Provost is the public voice for international education and scholarship and plays a key role in promoting and facilitating cross-campus opportunities for international education, research and engagement.

CSU is a premier public research university established as the land-grant institution for the State of Colorado in 1870. Colorado State University is committed to excellence, setting the standard for public research universities in education, research and outreach for the benefit of the citizens of Colorado, the United States, and the world. Student enrollment is approximately 30,000, and the University employs 1,700 academic faculty, 2,200 administrative professionals, and 1,900 classified staff. Colorado State University is located in the city of Fort Collins, a dynamic community with a population of approximately 150,000. Situated 65 miles north of Denver at the western edge of the Great Plains and at the base of the foothills of the Rocky Mountains, Fort Collins is a gateway to world-class skiing, hiking, fishing, climbing, and biking. Colorado State University is recognized in national rankings and is the school of choice for Colorado students, with a longstanding legacy of attracting the best and brightest nationally and internationally. As a premier land-grant University for the 21st century, CSU is addressing and solving the great global challenges of our time.

## **POSITION RESPONSIBILITIES for the Vice Provost for International Affairs**

1. Oversee and provide visionary, strategic leadership for the Office of International Programs Division. The Division consists of units focused on International Student and Scholar Services (19 staff), Education Abroad (11 staff), International Initiatives (6 staff), and China Programs unit (3 staff), including the Confucius Institute (7 staff). Division Operations, Human Resources, Marketing and Communications, and IT comprise Office of International Program's Central Unit (8 staff). The total number of staff has grown from under 20 to over 50 since 2006. Over 20 students also work part-time in the Office of International Program. Six staff members report directly to the Vice Provost for International Affairs.

2. Serve as senior international officer of the university.
3. Guide the CSU internationalization strategy, both short-term and long-term, including serving as chairperson for the CSU Operations Committee for Campus Internationalization.
4. Be responsible for the presentation and monitoring of the overall Office of International Programs budget as well as the budgets for the individual units and Office of International Program's gift and endowment accounts. The total budget is approximately \$3.5 million.
5. Report to the Provost and Executive Vice President; serve on the Provost's Council of Deans and on the President's Cabinet.
6. Collaborate closely with other international programs on campus; this includes Semester at Sea, the INTO CSU program, and CSU's satellite facility in Todos Santos, Mexico.
7. Work closely and collaborate with academic colleges and departments and with the Graduate School to support academic international initiatives and to develop "targeted cohort groups" and other dual degree programs. Build connections to international and study abroad alumni.
8. Oversee CSU's China programs and initiatives including coordination of several key strategic partnerships and special relationships in China, pursuing new academic initiatives in China, and oversight of management of the Confucius Institute, with a special focus on water and environmental sustainability.
9. Participate actively in international recruiting activities including managing a separate international recruiting budget, convening a working group on international enrollment, managing specific recruitment activities in China and India, and working closely with INTO CSU regarding its international recruitment.
10. Continue the focus on research as an anchor of CSU's internationalization strategy in coordination with the Vice President for Research and coordinate international outreach efforts in coordination with the Vice President for Engagement.
11. Coordinate major Office of International Programs activities such as the all-campus International Colloquium and the annual Presidential Fellows program for outstanding international researchers.
12. Lead and support opportunities that enhance global learning and multicultural competency through academic programs, co-curricular opportunities, participation in Education Abroad, on-campus experiences for international students, and other initiatives that prepare CSU students for success in today's globalized world.
13. Serve on university committees, such as Strategic Enrollment, the Provost's Leadership Team, the Provost's Tenure and Promotion review team, the INTO Core Group, the Council on Engagement, the One Health Institute, the Todos Santos Advisory Committee, and diversity-related activities.

14. Engage with national and international organizations and associations such as NAFSA: Association of International Educators, the Commission on International Initiatives within the Association of Public and Land-Grant Universities, the Association of International Education Administrators, the American Council on Education, the Institute for International Education, The Forum on Education Abroad, and Diversity Abroad.
15. Assure compliance with all federal laws and regulations.
16. Create and lead a high performance and team-oriented culture.
17. Be responsible for policy development related to international education at CSU.

## **QUALIFICATIONS**

### **Required Qualifications**

1. In-depth knowledge of issues relating to comprehensive internationalization within the context of higher education including international students and scholars, education abroad, international initiatives and partnerships, teaching and learning applied to international education, and international research funding and collaborations.
2. Significant experience – with progressive or extensive leadership responsibilities – in international affairs and education, providing strategic and innovative guidance to a large, complex higher education institution or other comparable organization.
3. Substantial experience managing a diverse staff.
4. Substantial experience managing complex and diverse budgets and revenue streams.
5. Personal and professional commitment to diversity as demonstrated by involvement in teaching, research, creative activity, service to the profession and/or diversity/inclusion activities.
6. Excellent interpersonal skills, including the ability to interact with diverse individuals, groups and cultures.
7. Excellent writing and oral presentation skills.
8. An advanced degree beyond the Bachelor's degree, preferably relevant to global affairs and issues.

### **Preferred Qualifications**

1. Demonstrated success building collaborative relationships at the university, local community, and global levels and supporting faculty, students and staff in a wide range of areas including international programming, teaching, and research activities

2. Experience in a senior administrative role at an international education office.
3. A demonstrated record of fund raising and securing extramural grants.
4. Ability to serve as an effective and leading voice for campus-wide international committees and initiatives as well as for the President's Cabinet and the Provost's Council of Deans.
5. Contributions to the field of international education through conference and workshop presentations, publications, and research.
6. Familiarity with other national and regional education policies and systems and experience living or working outside of the United States.
7. A Ph.D. or terminal degree in the field, preferably relevant to global affairs and issues.

**To apply and view a full position announcement, please visit <http://jobs.colostate.edu/postings/52371> by February 12, 2018, for full consideration. Application materials consist of resume, cover letter and four professional references.**

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The [Office of Equal Opportunity](#) is located in 101 Student Services.

Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.