



UCIRVINE

Director of International Affairs

(Career position, full-time, exempt)

(Payroll title: Director; Manager and Senior Professional Grade 5; Payroll Title: 0245)

(Salary Range: Commensurate with Experience)

POSITION SUMMARY:

The Position

Under the minimal direction of the Associate Chancellor/Chief of Staff, the Director of International Affairs will develop and manage the UC Irvine Office of International Affairs. The Director establishes, directs, and is fully accountable for international affairs activities which involve interaction with multiple organizational and functional units on the campus and in the external community, advancing a strong global strategy for the campus.

The successful candidate will have a global view, with talents in multi-cultural relationship management. S/he will possess strong leadership skills with experience in project development and management. S/he will have superior analytical and creative problem-solving skills. S/he will have excellent interpersonal, consensus-building, and negotiation skills, with the ability to effectively work with diverse populations. S/he will have technical expertise in writing and reviewing legal contracts. The successful candidate will maintain a knowledge base of other institutions' international affairs activities, monitoring trends and sustaining UCI's attractiveness to global populations.

Office of International Affairs

The Office of International Affairs is responsible for developing a global strategy, tactical partnerships with international academic institutions, corporations, and governments to establish collaborations and exchanges that further the University's teaching, research and public service mission.

The Office of International Affairs provides strategic planning and support for the UC Irvine's engagement with the world outside the United States. While promoting UC Irvine's reputation around the world, it assists the Chancellor in defining objectives and plans for collaboration on international education, research, and service with institutions in other countries.

The University of California, Irvine

Founded in 1965, the University of California, Irvine (UCI) combines the strengths of a major research university with the bounty of an incomparable Southern California location. UCI's unyielding commitment to rigorous academics, cutting-edge research, and leadership and character development makes the campus a driving force for innovation and discovery that serves our local, national, and global communities in many ways.

With nearly 28,000 students, 1,100 faculty members, and 9,000 staff, UCI is among the most dynamic and fastest-growing campuses in the University of California system. UCI is a member of the prestigious Association of American Universities (AAU) and is consistently ranked among the nation's best universities. Increasingly a first-choice campus for students, UCI ranks among the top U.S. universities in the number of undergraduate

applications and continues to admit freshmen with highly competitive academic profiles. Recent additions to UCI's growing number of professional schools and programs include programs in public health, pharmaceutical sciences, and nursing science, as well as the new School of Law that opened in Fall 2009. Orange County's second-largest employer, UCI generates an annual economic impact on the county of \$4 billion.

Located in the heart of Orange County, UCI enjoys the best of what Southern California has to offer: beaches, mountains, deserts, and a broad variety of cultural, entertainment, and intellectual activities. At the center of campus, Aldrich Park creates an oasis of serenity from which buildings radiate in a circular pattern, integrating natural open space with modern structure.

PRIMARY RESPONSIBILITIES:

Working independently and with minimal direction from the Associate Chancellor/Chief of Staff, the Director of International Affairs has primary responsibility for, and commensurate authority to accomplish the following.

Lead

- Provide program oversight to the Office of International Affairs.
- Lead strategic planning efforts for UC Irvine's global engagement.
- Play a leading role in moving the University from goals and opportunities to implementation of strategies and agreements, as it relates to international affairs.

Develop and Innovate

- Develop a global strategy for UC Irvine.
- Work with the Chancellor to define objectives and plans for collaboration on international education, research, and service with institutions in other countries.
- Positively impact organizational financial and operational results through business development activities and relationships with international institutions.
- Develop tactical partnerships with foreign academic institutions, corporations, and governments. Establish collaborations and exchanges that further the University's teaching, research, and public service mission.
- Oversee the development and implementation of all collaborative agreements between UCI and foreign universities, governments, and institutions.
- Innovate and creatively develop strategies for future international affairs initiatives.
- Develop and review legal contracts and agreements utilizing knowledge, experience, and education.

Collaborate

- Collaborate with UC Irvine divisions, schools, departments, and other constituencies; ensuring all international affairs activities on campus are in concert with each other and coordinated.
- Build and nurture relationships with international organizations to develop opportunities for UC Irvine.
- Serve as a resource for UC Irvine units on executing their international strategy.
- Partner with the University's educational team on administering the international dimension of education at UC Irvine.

Analyze, Protect, and Negotiate

- Perform strategic and independent analyses of proposed agreements relating to international affairs, such as exchanges, scholarship programs, etc.
- Oversee and facilitate the progression of the review and approval process for international agreements and Memoranda of Understanding (MOUs) with international organizations.

- Ensure that agreements have been properly vetted with campus entities and that the university is not subject to inappropriate risk or that unauthorized resources have not been committed.
- Consistently ensure compliance with all university policy/procedures, applicable laws, regulatory agency requirements, codes of practice and organization work standards (service, quality and safety standards).
- Analyze other institutions' international affairs activities, monitoring trends, and sustaining UCI's attractiveness to global populations.
- Negotiate on behalf of the Chancellor. Negotiate terms in agreements between UC Irvine and other foreign institutions, advocating for the best outcome for the University.

Promote

- Promote UC Irvine's reputation around the world.
- Promote UC Irvine's global strategy to the campus and gain support for international initiatives.

PRIMARY PROFESSIONAL QUALIFICATIONS:

- The equivalent of a Master's degree in a related field, and 10+ years of professional experience in the field.
- Possesses a global outlook.
- Experience with and a base knowledge of legal contracts and agreements.
- Familiarity with international affairs programs.
- Experience developing academic strategies.
- Strong analytical orientation coupled with the ability to interpret data, identify trends, and convey findings and recommendations to all levels of management.
- Excellent interaction and consensus-building skills.
- Proven negotiation skills.
- Ability to effectively exercise discretionary authority to resolve difficult problems.
- Demonstrated ability to provide high-quality analysis, independently.
- Ability to effectively exercise discretionary authority to resolve difficult problems.
- Analytical and problem-solving skills required to identify problems, gather data, analyze information, make recommendations, implement solutions, and evaluate results.
- Effective oral and written communication and interpersonal skills to interact effectively with a variety of individuals.
- Skill in performing a variety of duties of different nature sufficient to allow the timely completion of work assignments in an environment of frequent interruptions and distractions.
- Skill to operate a personal computer.
- Working knowledge of word processing and spreadsheet software such as Microsoft Word, Excel, and PowerPoint.
- Strong background in marketing.
- Experience in working in a large public university. *(Preferred)*
- Juris Doctorate degree. *(Preferred)*

HOW TO APPLY:

This recruitment is job #2013-0237. Interested candidates can view additional information and may submit an application and resume online by entering the job number in the "Find Jobs" search box on this webpage:

https://staffing2.hr.uci.edu/CSS_External/CSSPage_Welcome.asp

UCI is an Equal Opportunity/Affirmative Action employer committed to excellence through diversity.

For additional information, candidates may also contact Julie Lance at jlance@uci.edu or (949) 824-5707.