



Class No.:	
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JOB DESCRIPTION

ASSOCIATE VICE PRESIDENT, INTERNATIONAL

NATURE AND SCOPE OF WORK

This senior administrative position is responsible for providing leadership, oversight, and strategic vision on international education and global engagement to Capilano University. Reporting to the Vice President, Strategic Planning, Assessment and Institutional Effectiveness, AVP leads the development and implementation of the University's international strategy leading and facilitating the establishment and strengthening of CapU's global reputation and international partnerships.

The AVP represents the University both locally and internationally to establish government and institutional linkages that contributes to sustainable and diversified international enrolment and service objectives and international business development. The AVP negotiates and signs contracts on behalf of the University and is responsible for operationalizing all international commitments.

The AVP has strategic and operational responsibility for leading and managing the Centre for International Experience at Capilano University and other related internationalization enterprise units which includes international student recruitment, international brand development, study abroad programs and activities for students and employees, international admissions and transition, international student support services, and international consultancy and training projects, partnerships, and collaborations. The AVP leads global engagement of the university proactively incorporating university wide participation in global matters to increase intercultural learning, and globally progressive education initiatives. The AVP is responsible for effective and efficient operation of CapU representatives and offices abroad.

The AVP develops an entrepreneurial approach to diversification and growth of the international student population at the University. The position works closely with education and service departments at the University in the design and development of programs, projects and international student services and demonstrates a commitment to diversity, innovation, and integrity; and collaborates across the University to ensure service excellence, student success, and public stewardship.

Considerable overseas travel for extended periods of time is required. This position reports to the Vice President, Strategic Planning, Assessment and Institutional Effectiveness

ILLUSTRATIVE EXAMPLES OF DUTIES

- Plans, directs, coordinates, and manages the international programs at Capilano University.
- Working with the Vice President and senior leadership, prepares a dynamic, proactive, and achievable, strategic plan for internationalization that aligns with and supports the university long term strategic plan (Envisioning 2030) and Academic Plans, and other relevant planning initiatives.
- Provides leadership to the whole university on internationalization and related strategic initiatives, programs, and partnerships, and works directly with Faculties, departments, and other units of the University to identify specific internationalization initiatives consistent with the goals and principles of the internationalization plan.
- Acts as the principal representative on international matters for the university for international clients, groups or associations, representing the university internationally in developing new relationship and maintaining and expanding existing alliances with institutions, corporations, consortia and foreign governments. This includes the authority to negotiate and commit the University to agreements, letters of intent or contracts of an educational and/or financial nature, in accordance with university policies.
- Enhances and promotes the international reputation and image of CapU and raises awareness of the University both nationally and internationally.
- Works with government and associations such as Global Affairs Canada, IRCC, BC AEST International, CICAN, Universities Canada, BCCIE, CBIE, BCCIE, BCHOI and other Canadian Universities, etc. to be engaged in global initiatives, be current and proactive on internationalization issues, promote university programs, and advance CapU profile and opportunities for students and employees internationally.
- Ensures the University is in compliance with regulations related to Immigration, Refugees, and Citizenship Canada (IRCC) as well as government and university guidelines and requirements.
- Develops and implements programs and initiatives for marketing international programs and building international brand recognition for CapU in alignment and in consultation with University wide marketing strategies and operations. This includes the development and maintenance of a diversified digital strategy through strategic partnerships and contracts, development and distribution of international marketing assets and collateral, formulation and implementation of social media campaigns,

development and maintenance of CapU International website, and development and distribution globally of print materials and other collateral.

- Develops and oversees implementation of strategies and plans for sustainable and diversified international enrolment for the university including global recruitment activities, contracting and managing international agencies, developing and overseeing international educational pathways locally and abroad, developing and managing international offices and regional representatives.
- Designs, manages, and operationalizes CapU international and global engagement activities such as international partnership development, study abroad, student and employee exchange and research opportunities with institutions in other countries, international programs operated abroad, and international education projects. This includes working with Deans, Faculties, and Vice Presidents to ensure appropriate program content, program delivery, maintenance of academic standards and academic support while also ensuring a positive student experience and supporting student success.
- Oversees strategy and operations for effective and efficient international admissions to the University in alignment with University admissions policy and procedures, and other relevant initiatives. This involves working closely with the Registrar and Registrar Office (RO).
- Develops and oversees implementation of effective student transition to the University and international retention through admissions and academic transition advising, pre-departure programming, international student orientation, international student support activities and celebrations, assessing and maintaining international student well-being, programming for international students for effective life transition in Canada, immigration advising, and other relevant activities. This includes working closely with the Registrar and RO, AVP and Office of Student Success, Deans, Faculties, and Program departments, and the CSU.
- Oversees effective communications for international students, international partners, departments, and divisions of the university on international related issues and develops effective leads management strategies and evaluation in support of ongoing marketing campaigns and recruitment activities.
- Manages, evaluates, coordinates, and directs the staff of the Centre for International Experience. In consultation with the Manager, Human Resources, administers the collective agreement in relation to support staff including hiring, discipline, overtime, leaves and other similar requests, and representing Management where required in the grievance procedure.
- Plans, prepares, and monitors the budget for the Centre for International Experience and global engagement activities under the responsibility of the AVP office, in keeping with the overall objectives of the Integrated Planning Process and related

university budget conditions. Monitors and analyses accounts and liaises with the Finance Department to ensure efficient accounting and reporting procedures.

- Facilitates ongoing evaluation of the Centre for International Experience and prepares reports for Executive, the board or others as required or appropriate.
- Provides leadership in the risk management area related to international activities to ensure that all aspects of risk, such as financial, reputational, and security are considered and addressed, thus protecting the University, its Board, employees, and students from adverse consequences.
- Ensures that, in accordance with Government directives and university policy, all international education activities recover all costs, both direct and indirect, as well as provide excess revenues to supplement overall university resources. This includes responsibility and accountability for the University's financial position.
- Ensures that decisions and processes are coordinated and communicated with other units of the university, the President, and the Vice Presidents, and to the external community, as appropriate.
- Ensures that policies and procedures for University-wide CapU International are developed and systematically reviewed. Working with Deans and Directors to ensure internal processes and procedures support the expansion of international activities consistent with the Internationalization Plan.
- Supervises and provides leadership to direct reports by coaching and modelling key behaviours and strategies, encouraging dialogue and collaboration, providing guidance and support to facilitate resolutions to work issues. Assisting team members with professional development plans, and monitoring and assessing performance.
- Contributing to a safe, respectful, and inclusive workplace that upholds goals and values of diversity, equity, and inclusion, and adhering to university policies and procedures and completing mandatory training programs.
- Fosters and guides inter-cultural learning from a global perspective into curriculum and university practices through education activities such as workshops, research, forums, events, projects, and partnerships in collaboration with Deans, VP's, Faculties, departments and various units of the institution, and our international partner network.
- Participates in international student recruitment, student transition activities, field schools, partnership events and projects, and other international business development activities.
- Sits on University committees which deal with issues concerning international students.

- Undertakes special projects and performs other duties as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Extensive knowledge of university functions, practices, policies and procedures, admissions and registration, programs and courses.
- Extensive familiarity with university education and service departments, hierarchy, and governance.
- Strong academic background and profile to direct and oversee institutional articulation agreements and other international education partnerships
- Demonstrated ability to present and converse with senior stakeholders, including Presidents, Vice Presidents, Association leaders, and government representatives, at all levels
- Demonstrated success as a communicator and a presenter in international contexts and sensitivity to the complexities of cross-cultural communications
- Strategic thinker with proven capacity to lead groups and organizations and generate comprehensive plans and strategies
- Demonstrated capacity to develop international education and/or sector networks
- Thorough knowledge of Canadian and international educational systems, Canadian and other government bodies, and the challenges facing international students.
- Demonstrated ability to develop, implement and maintain the policies, procedures and budget of a department.
- Demonstrated management, leadership, and administrative skills.
- Demonstrated skill in written and verbal communications with international organizations, government agencies and officials, students, employees, and members of the general public.
- Demonstrated skill in conducting large and small groups in formal and informal settings.
- Demonstrated ability to attract and sustain initiatives in fulfilment of the organization's goals.
- Demonstrated knowledge and experience working with international students in higher education, experience developing and managing international projects and programs and working with international organizations and funding agencies.

- Proven financial management skills, including leading an annual budget process, budget oversight, and financial compliance and reporting.
- Well developed analytical capabilities, strong computer skills and database management experience.
- Knowledge of related issues such as immigration regulation is required, as is demonstrated leadership, human relations, and exceptional communication skills.
- Knowledge of the collective agreements.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a master's degree in education or a related subject.
- A minimum of ten years experience in education leadership with an emphasis on international education including planning and administration of international programs; budgeting and human resource management; marketing and recruitment of international students; admissions, student integration and international student services; student exchange, field schools and study abroad programs; as well as firsthand cross-cultural experience and training.
- Expertise in international activities including international partnership development, international recruitment and retention, global mobility and strategic planning, and international network building.
- Proven track record of team building; including attracting, training and retaining talented staff and staff performance.
- Current passport and the ability to travel.