

THOMPSON RIVERS UNIVERSITY
POSITION DESCRIPTION

Position: Associate Vice-President,
International & CEO of Global Operations Incumbent: _____

Division: Vice-President, Administration & Finance Reports to: Vice-President
Administration &
Finance (day to day
operations)

Provost and Vice-
President, Academic
(academic matters)

Date: September 29, 2009 Location: Kamloops, BC

General Accountability

The Associate Vice-President (AVP) provides leadership for all aspects of international education, training and development at the university, including internationalization initiatives, international student recruitment and support services, study abroad, contract training, development projects, accreditations and articulations. The AVP serves as the CEO of TRU Global Operations, overseeing a \$17 million business unit and providing vision and strategic direction for the department, ensuring alignment with the university's strategic plan, academic priorities and goals for international activity. The AVP creates and builds strategic partnerships worldwide with educational institutions, governments, professional associations, industry, overseas associates and funding bodies and the AVP advises the President and Executive on international educational perspectives, initiatives, policy, protocol and business opportunities.

Organization and Structure

The Associate Vice-President has dual reporting to the Vice-President, Administration and Finance for day-to-day operations on issues relating to finance, marketing, business plans, contractual relationships and general administration; and to the Provost and Vice-President, Academic for academic direction. The position will have direct contact with the President, Vice-President, Open Learning and Vice-President, Advancement in support of TRU World initiatives.

Major Responsibilities

The AVP provides leadership, oversight, vision and strategic direction for TRU World, a \$17 million, 50 person business unit. The incumbent leads and oversees internationalization initiatives, international student recruitment, international student services, study abroad, accreditations and articulations, contract training and development projects and is accountable for the generation and achievement of enrolment and financial targets for the division and ensures sustainable, ethical and fiscally-sound management of TRU World operations.

The incumbent provides leadership with respect to the advancement of our globally minded campus vision and ensures alignment and integration of international activity with the strategic plan and goals of the university and has the ability to inspire and build effective work relationships among various constituents including those within the campus, professional associations, government and community officials.

The incumbent represents TRU in provincial, national and global forums to highlight TRU and the Canadian education system internationally; identifies superior models, practices and opportunities for growth and excellence; and undertakes strategic advocacy roles.

The incumbent develops and maintains strategic partnerships internationally with educational institutions, governments, professional associations, industry, overseas associates and funding bodies; building sustainable global networks that will contribute to the overall performance of TRU World and TRU. The incumbent identifies opportunities for business development and academic collaboration and in accordance with Board Policy, undertakes and concludes successful negotiations for agreements within multicultural settings, diverse educational contexts, and varying government regulations. The incumbent vets potential partners and conducts risk analysis of partnerships for joint ventures and works closely with the Executive, Legal Counsel, Academic areas and Open Learning to ensure all contractual obligations are met and to build stakeholder commitment for international initiatives.

The AVP represents TRU's interests internationally with presidents and executive of Universities and Colleges, Ambassadors and Consul Generals, Ministries of Education and other government, business and industry leaders, as well as funding agencies. The incumbent participates in government missions abroad including official Trade Missions with Provincial or Federal governments; is responsible for community relations pertaining to community partnerships and economic development related to international education in the region; and represents TRU's international interests to the media on a provincial, national and international level.

Qualifications

Candidates must have the demonstrated abilities and expertise

- To provide strong leadership in the fields of international education and global business
- To provide leadership for and assume overall responsibility for the operation of a large revenue generating business unit within the university system, ensuring stakeholder commitment and securing resources for international activities;
- To represent TRU in a professional and culturally appropriate manner in diverse international, national and provincial contexts;
- To stay abreast of worldwide education, political and economic trends and to identify and analyze the impact of global trends on TRU;
- To meet the demands of an evolving and increasingly competitive international education sector;
- To build and maintain relationships from a distance as well as to achieve internal stakeholder commitment;
- To work under pressure, make sound decisions , deal with intercultural complexity, and find solutions to issues and challenges;
- To operate in a global business environment that requires a high level of commitment, responsiveness and flexibility; as the candidate will be expected to work evenings and numerous weekends on a regular basis either hosting delegations, attending institutional functions or traveling overseas;
- To deal with changing time zones and extensive travel.

Candidates must have the following demonstrated Knowledge/Skills

- Masters Degree in a related field
- Minimum 10 years of experience in relevant fields, with a significant administrative portfolio
- Proven leadership abilities
- Experience in and understanding of international education, internationalization and/or global business
- Understanding of educational systems and government regulations.
- Understanding of the academic environment including program implementation and pedagogy
- Program or project development, implementation and management experience is an asset
- Ability to work within diverse educational systems and business environments around the world
- Strong interpersonal and intercultural skills; an appreciation for diversity and adaptability to different cultures.
- Strong negotiation skills with demonstrated success in a cross cultural environment

- High level communication, public relations and presentation skills
- Business acumen, including cost benefit and risk analysis skills and financial management.
- Political astuteness and networking skills
- Proven record of successful management of people
- Proven ability to work effectively in a collegial environment