



# *Manager, International Partnerships and Projects*

*Camosun International*

---

<b>Posting:</b> A19-06R	<b>Closing Date:</b> Open until filled
<b>Position Type:</b> Continuing	<b>Workload:</b> Full-time
<b>Start Date:</b> ASAP	

---

## **ORGANIZATIONAL OVERVIEW**

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Straits Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 19,000 learners each year, including over 1,200 Indigenous students and 1,900 International students. The College has an operating budget of over \$126 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor's degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

---

## **POSITION SUMMARY**

Camosun College through its international division, Camosun International, is recognized as a Canadian leader in the provision of both off and on-shore customized professional and technical training, offered both in Canada and abroad.

Working closely with both the Director, Camosun International and the Office of the VP Strategic Development, the Manager, International Partnerships and Projects (MIPP) is responsible for identifying and pursuing opportunities for external revenue generation through educational consulting, professional service activities and contracts in a global environment.

Exempt Position Vacancy – A19-06R Manager, International Partnerships and Projects

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2

**Camosun College**

**Human Resources**

P 250.370.3004 F 250.370.3664

**www.camosun.ca**

The position contributes to the institution's growth and financial sustainability by deriving long-term strategies in conjunction with multinational partners. The MIPP will represent the College with the appropriate national and international bodies, and possess limited signing authority on behalf of the institution.

Internally, the position works closely with stakeholders such as schools, departments and contract training coordinators in order to identify marketable expertise in an international environment.

The MIPP independently travels to international venues to evaluate foreign professional training frameworks and paradigms, their compliance with Canadian systems and certification standards, and thus their business potential for Camosun College. The position provides global market intelligence to the Director, Camosun International and makes recommendations for global engagement.

The MIPP independently undertakes market research and monitors various sources to determine the feasibility of new opportunities. The position liaises directly with national and international bodies and signs contracts on behalf of the institution.

The MIPP is responsible for establishing an annual strategic plan for the discovery and pursuit of external opportunities and takes an active role in the growth and promotion of the institution's international goals and strategies. The MIPP will take on special projects in consultation with and as assigned by the Director, Camosun International.

The MIPP is responsible for hiring and supervising support and contractual staff as required.

***The full job description follows below.***

A competitive salary, opportunities for professional development and an excellent benefit package are offered.

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Note: Eligibility to work in Canada is granted through citizenship, permanent resident status or a work permit. You must be a Canadian citizen or permanent resident to accept a permanent job offer (unless stated otherwise in the posting). If you have a valid work permit, you may be eligible for temporary work but only until your work permit expires or is renewed.

Apply online at [www.camosun.ca/careers](http://www.camosun.ca/careers). We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

***Camosun College is an Equal Opportunity Employer***

---

*The full job description follows below.*



## EXEMPT JOB DESCRIPTION

**Title:** Manager, International Partnerships and Projects

**Date:** May 2018

**Department:** Camosun International

**Supervises:** 3

**Reports To:** Director, Camosun International

**Updated:** January 2019

---

### A) JOB SUMMARY

Camosun College through its international division, Camosun International is recognized as a Canadian leader in the provision of both off and on-shore customized professional and technical training, offered both in Canada and abroad.

Working closely with both the Director, Camosun International and the Office of the VP Strategic Development, the Manager, International Partnerships and Projects (MIPP) is responsible for identifying and pursuing opportunities for external revenue generation through educational consulting, professional service activities and contracts in a global environment.

The position contributes to the institution's growth and financial sustainability by deriving long-term strategies in conjunction with multinational partners. The MIPP will represent the College with the appropriate national and international bodies, and possess limited signing authority on behalf of the institution.

Internally, the position works closely with stakeholders such as schools, departments and contract training coordinators in order to identify marketable expertise in an international environment.

The MIPP independently travels to international venues to evaluate foreign professional training frameworks and paradigms, their compliance with Canadian systems and certification standards, and thus their business potential for Camosun College. The position provides global market intelligence to the Director, Camosun International and makes recommendations for global engagement.

Exempt Position Vacancy – A19-06R Manager, International Partnerships and Projects

The MIPP independently undertakes market research and monitors various sources to determine the feasibility of new opportunities. The position liaises directly with national and international bodies and signs contracts on behalf of the institution.

The MIPP is responsible for establishing an annual strategic plan for the discovery and pursuit of external opportunities and takes an active role in the growth and promotion of the institution's international goals and strategies. The MIPP will take on special projects in consultation with and as assigned by the Director, Camosun International.

The MIPP is responsible for hiring and supervising support and contractual staff as required.

## **B) REPORTING RELATIONSHIPS**

Reporting directly to the MGCP on an ongoing basis

- 1 BCGEU Global TVET Specialist
- Global Partnership Specialist (Excluded)
- 1 Study Abroad Advisor (CUPE)

## **C) ESSENTIAL JOB FUNCTIONS**

### **1. Business Development**

- Exercises limited signing authority on behalf of the Director
- Monitors, evaluates, analyzes and reports on budget and financial activities consistent with Federal Government financial reporting requirements.
- Designs long-term strategies for international projects and partnerships, in particular with respect to professional and vocational education.
- Provides the Director, Camosun International with opportunity and risk assessments for international activities.
- Promotes broad involvement in project activities.
- Collaborates with Departments and Schools to build college capacity for revenue generation through industry liaison, coordination of resources and the development of marketable expertise and curriculum.
- Recruits, evaluates and hires term faculty and permanent staff as required to meet operational requirements.
- Organizes, delegates and supervises activities of term and support staff commensurate with position and project parameters.
- Promotes the growth and sustainability of the College's initiative.
- Scans environment and monitors worldwide publication sites for project and funding opportunities and independently decides on institutional engagement.
- Prepares, coordinates and submits proposals or expressions of interest with respect to international contract training opportunities.
- Manages the development, coordination and implementation of short-term customized programs in Canada and abroad.
- Orients new project staff to project policies and procedures.
- Develops and implements new operational policies and guidelines from time to time as befits emerging college and environmental needs.

Exempt Position Vacancy – A19-06R Manager, International Partnerships and Projects

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2

**Camosun College**

**Human Resources**

P 250.370.3004 F 250.370.3664

**www.camosun.ca**

## **2. Liaison with internal and external communities**

- In coordination with the Director, Camosun International, establishes and maintains relationships with other jurisdictions and provincial, national and international partners, including government and various associations.
- Works closely with the College Finance department to develop and maintain effective reporting on project activities complying with college and funder requirements.
- Represents Camosun College on national and International bodies (e.g. Industry Training Authority, Colleges and Institutes Canada).
- Works with relevant College professionals to provide expertise on the certification of foreign vocational professionals and advocates international collaboration with provincial and national bodies (e.g. Trades Training Consortium of British Columbia).
- In coordination with the Domestic Trades Training Coordinator, creates powerful liaisons with industry and related bodies (e.g. IMTARC).
- Maintains confidentiality in sensitive situations and/or during negotiations with potential clients.
- Models ethical and professional values befitting the College's reputation and standing in the community.
- Liaises with internal communities to promote efficient and effective enterprise development and to disseminate college-wide project knowledge and expertise.
- Promotes Camosun expertise to external environments to maintain and enhance college reputation for economic development.

## **3. Professional Standards Coordination**

- In cooperation with Camosun faculty and Deans, manages the evaluation of international trades and technology certification frameworks, performs gap analyses and maps provincial and national standards such as Red Seal across multiple jurisdictions.
- Evaluates quality and safety standards in foreign environments, performs gap analyses and maps national standards such as WHMIS across multiple jurisdictions.
- Develops learning and certification framework solutions for international environments.
- Ensures that risk assessment, workplace safety assurance and quality control for trades-related consulting and training activities are conducted where required.

## **4. Student Mobility/Study Abroad**

- Under the direction of the Director the MIPP develops partnerships with institutions, associations and agencies which will foster Camosun student mobility opportunities;
- Reviews and makes recommendations related to the ongoing promotion and growth of student mobility activities at Camosun College including individual student exchanges for both incoming and outgoing students and group field schools;

Exempt Position Vacancy – A19-06R Manager, International Partnerships and Projects

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2

**Camosun College**

**Human Resources**

P 250.370.3004 F 250.370.3664

**www.camosun.ca**

- Manages the development of appropriate procedures and resources to support student mobility activities, including promotion, selection, pre-departure and re-integration sessions;
- Manages the college's risk profile related to students studying abroad;
- Monitors and responds as appropriate to calls for proposals related to international student mobility programs;
- Works to develop a range of education abroad options that will engage students and faculty from all academic Schools and Centres;
- Liaises with the Registrar's Office on issues related to student mobility and study abroad;

## **D) OTHER FUNCTIONS AND RESPONSIBILITIES**

Other duties may include;

- Represents the College at external events.
- Makes public presentations, including international settings.
- Liaises with industry, other organizations and professional bodies as appropriate.
- Acts as contact person from time to time in the absence of the Director, Camosun International.
- Provides leadership to the unit and/or the college community for project-related activities.
- Collaborates with the Manager Operations and Special Projects (Enterprise Point) on hosting foreign delegations and professionals.
- May act as the Director within portfolio when requested

## **E) KNOWLEDGE, SKILLS AND ABILITIES**

- Strong interdisciplinary background with respect to post-secondary education.
- Ability to plan and think strategically;
- Exceptional interpersonal skills including the ability to negotiate and influence others;
- Ability to network effectively with government and business leaders in a variety of international settings and to represent the college in a professional and positive manner
- Excellent intercultural communication and business relationship skills.
- Experience with developing successful strategic plans for the promotion and growth of business units
- A thorough understanding of RFP procedures for international development projects.
- Ability to provide leadership and effective supervision to direct reports and term contractors
- Effective proposal writing skills, development and management.
- Strong financial management skills including proven responsibility for budget development and control.
- Excellent presentation, written and oral communication skills.
- Well-developed organizational, analytical, and problem solving skills;

Exempt Position Vacancy – A19-06R Manager, International Partnerships and Projects

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2

**Camosun College**

**Human Resources**

P 250.370.3004 F 250.370.3664

**w w w . c a m o s u n . c a**

- Ability to meet deadlines and address changing priorities while maintaining a high level of service.
- Demonstrated ability to exercise sound judgment in resolving complex or sensitive issues
- Ability to initiate and complete new project work independently.
- Ability to engender trust, develop and maintain collaborative and diverse relationships with sensitivity and respect.
- Familiarity and competence with Microsoft Office applications and financial reporting software.
- Ability to solve complex problems involving diverse interests with tact and sensitivity to political and institutional implications.

## **F) QUALIFICATIONS**

- A degree in a discipline directly related to business, marketing, educational leadership or international relations or other relevant discipline; equivalent combination of education and experience may be considered.
- A minimum of five years of practical and professional experience in developing and implementing international development projects.
- Experience in developing, marketing and managing customized training programs for international clients, including both adults and school-aged students in a Canadian post-secondary environment.
- Experience with managing international projects with respect to industrial trades and other vocational fields.
- A track record of success in complex project management, including budget development and managing to financial targets.
- Experience supervising staff and contract employees.
- Fluency in a second language and/or experience living and working in another culture is an asset.
- Ability to travel internationally as required, occasionally requiring several weeks' absence at a time.

## **G) College Capabilities:**

As a member of the college community with responsibilities to enable the achievement of college-wide strategic objectives, the Manager, International Partnerships and Projects will demonstrate the three core and three leadership capabilities identified in the [College's Capability Framework](#):

### **Focus on Students and Their Success (Core)**

We all have a role to play in promoting and supporting students - directly or indirectly - contributing to their success, education and transition as they build their path to the future.

### **Cultural Alignment (Core)**

Inclusion and respect align with Camosun's traditions of lifelong learning and positive, supportive experiences for all. We examine our individual and institutional cultures and, through indigenization, consider other ways of knowing (thinking), being (approaches), doing (acting), and relating.

Exempt Position Vacancy – A19-06R Manager, International Partnerships and Projects

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2

**Camosun College**

**Human Resources**

P 250.370.3004 F 250.370.3664

**www.camosun.ca**



### **Fostering and Nurturing Relationships (Core)**

Fostering and nurturing relationships is at the core of everything we do. Successful workplace relationships take time to develop and include building trust, engagement and collaboration.

### **Address College Needs (Leadership)**

In order to address college needs leaders recognize and respond to the complex, diverse and interdependent components. Leaders inspire others to work individually and collaboratively to achieve departmental/divisional, college and sectoral goals.

### **Enable Self & Others (Leadership)**

To better serve students and the college to achieve success, leaders enable self and others to take responsibility and to participate in learning and development opportunities.

### **Create Time and Space (Leadership)**

To be at our best and achieve organizational goals, we need both time and space. Time and space as a unitary concept promotes opportunities to listen, plan, think, create, innovate and develop relationships.

Exempt Position Vacancy – A19-06R Manager, International Partnerships and Projects

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2

**Camosun College**

**Human Resources**

P 250.370.3004 F 250.370.3664

**w w w . c a m o s u n . c a**