

Job Posting

Job ID:	20260		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Business Development		
Classification Title:	Business Development, Level A		
Business Title:	International Relations Officer, Partnership		
VP/Faculty:	VP Research & International		
Department:	International Office		
Salary:	\$57,417.00 - \$68,929.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	04/01/2015	Ongoing:	Yes
Funding Type:	Budget Funded		
Closing Date:	03/06/2015	Available Openings:	1

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Job Summary

The Office of the Vice President Research and International is responsible for the research and international engagement mandate of the University. It provides strategic direction for UBC's international engagement, supports the creation of international partnerships and formal agreements for mobility and research collaborations, helps UBC's units and people to gain access to resources, and creates new opportunities to connect around the world. It provides strategic support to University leaders and faculty members, and acts as a first point of contact for peer institutions around the world.

The International Team reports to the Office of the Vice President Research and International. As Member of the International Team, the position will act as the overall manager for the various initiatives aiming at developing partnership agreements with international partner universities and organizations.

This position will lead and support the University initiatives to design and develop partnership agreements as well as support other types of arrangements particularly in regards to international partners through providing business planning and operational advice and assistance.

Organizational Status

- Works as part of the VPRI's International Team. The position reports directly to the Executive Director International, but works closely with all members of the International Team in Vancouver and Okanagan.
- Manages a wide network of external contacts i.e. international partner universities, researchers, faculty members and representatives of partner universities and of UBC, members of the diplomatic and consular corps.
- Liaises with other staff in VPRI as needed.

Work Performed

In line with the University's International strategy and in accordance with the priorities and specific objectives of the faculties,

Partnerships exploration and development

- Develops and implements a strategic and operational plan detailing priorities, objectives and proposed activities for academic partnership development at UBC;
- Communicates with internal and external stakeholders in relationship to the development and operationalization of academic partnership development;
- Promotes UBC's academic partnership activities to international higher education institutions in the priority regions and countries;
- Provides advice and support to faculties and other units with exploration, development and negotiations of new academic partnerships;
- Collaborates with faculties and other units on the development of business plans and market analysis pertaining to setting up specific academic partnerships;
- Promotes and disseminates information at the appropriate time for successful development and delivery of academic partnership;
- Builds on networks already established within UBC concerning academic partnership planning to heighten and advance engagement;

Partnership management

- Leads the development and management of an internal central information system for International agreements and partnerships;
- Coordinates and contributes to the continuing improvement of the partnership development and agreement development processes and procedures at the University and Faculties level;
- Promotes and uses the information system for international agreements and partnerships to produce timely and accurate reports;
- Organizes and attends meetings and events for faculties and unites related to existing or prospected partnerships; ;
- Represent UBC externally at events and meetings relevant to academic partnerships;
- Provides needed information and contributes to the VPRI annual report;

Performs any other duties in line with the role.

Supervision Received

- Works independently under general supervision of the Executive Director International;
- Work is reviewed in terms of effectiveness within established policies and guidelines.

Supervision Given

- May oversee the work of temporary support staff.

Consequence of Error/Judgement

Exercises initiative, tact and judgment in handling matters of a routine and non-routine nature. Works with conflicting demands and determines priorities. Must respect confidentiality of information handled. Errors or incorrect work or decisions as a result of incompleteness, missed deadlines, lack of attention to details etc., could result in lost opportunities and delays for other staff or embarrassment to UBC, Office of the Vice President Research and International, Executive Director International, and VPRI staff. Delegation and events hosted by the VPRI are a public representation of UBC and badly organized visits/events will results in confusion and embarrassment to UBC and the VPRI Office and discredit UBC's reputation. Damage to VPRI's reputation may occur if the incumbent does not deal tactfully and helpfully with visiting delegates, University Departments or Institutions, government, or community members.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline (International relations, Political sciences, Communications) or any other related qualification. A

Master's degree is preferred. Minimum of four years experience or the equivalent combination of education and experience. Experience working in an international environment. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise sound judgment. Ability to communicate effectively verbally and in writing. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to maintain accuracy and attention to detail. Excellent IT skills, including facility with database software, social media, web editing, PowerPoint presentations and video conferencing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to deal effectively with international guests and the public in a professional, efficient and courteous manner. Able to work both independently under limited supervision and within a team environment. Thorough knowledge of the activities of the international team, the research activities of UBC and university policies and procedures would be an asset. Fluency in a language other than English and knowledge of international protocol matters an asset..

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.