

**JOB INFORMATION**

Effective Date	10/12/2021
Job Code:	493
Job Title:	Assoc VP Global Learning
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	E1 - First Level Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	International Admissions
Job Summary	The Associate Vice President for Global Learning and Strategy and Senior International Officer leads a strategic and integrated internationalization initiative at the University of Houston Clear Lake. The AVPGLS/SIO will be energetic and demonstrate leadership, initiative, creativity, and the ability to work well independently and in a team environment while managing multiple responsibilities concurrently. This position will possess strong analytic and technological depth and knowledge in international relations, a proven capacity for embedding enrollment within institutional values and aspirations, and promote a student-centric philosophy. This position will lead and manage educational abroad, faculty/student exchange, international student recruitment, and contracting services is required.

**COMPETENCIES**

## Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	Master's degree.	Required	
Doctoral Degree	Doctoral degree.	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Progressive experience in higher education leadership in areas relating to education abroad, faculty/student exchanges, international student recruitment/admissions, and international contracting.	Required	
Less than 3 yrs	Senior-level leadership experience in one or more of the following areas: international student and/or scholar services, intensive English study, international institutional linkages, or international education scholarship.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Knowledge of protocols and customs of countries and cultures with whom the Office of International Admissions and Programs interacts.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Deep understanding of and ability to leverage data to analyze trends, manage multiple channel recruitment strategies, and identify opportunities for process and key performance indicators.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Demonstrated exceptional communication and organizational skills</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to think strategically with determination and focus—a self-starter who can work independently and manage multiple competing priorities.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Strong supervisor, team building, and customer service skills.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to efficiently interact, establish and manage relationships with individuals of different cultures.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Lead a strategic and integrated approach to internationalization at the university.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Promote, support and coordinate an international student study abroad program and student/faculty exchanges.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Oversee a competitive and data-driven international recruitment strategy and aligns all staff duties with University and Divisional level Strategic Objectives and Initiatives.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Manage an international admissions program.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Work with senior leadership, develop a robust international student support network at the university. Serve as Subject Matter Expert to the AVP Diplomacy Institute.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Creation of relationships/opportunities to enhance globalization of the university, as well as the development and reporting of all relevant metrics associated with the Divisional and University Strategic Plan.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

## Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## Travel Requirements

Estimated Amount	Brief Description