

**JOB INFORMATION**

Effective Date	10/12/2021
Job Code:	0461
Job Title:	Asst VP, Diplomacy Institute
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 Assistant Vice President (AVP) of the Diplomacy Institute leads and manages the personnel, programs, and operations of the UHCL Diplomacy Institute by working collaboratively with internal and external stakeholders in achieving advanced knowledge of cultural, political, and diplomatic applications. Reports directly to the Associate Vice President of Global Learning and Strategy. Will also partner with other internal leaders to design and implement university-wide innovation initiatives. Serves as a campus security authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

**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	Advanced degree from a regionally or internationally accredited institution of higher education.	Required	
Doctoral Degree	Ph.D., with teaching experience, expertise with consortial/membership organizations, working knowledge of related fields: study abroad, community/international development, diplomatic relationships, internships/experiential learning, and social justice/human rights education.	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	Progressive experience in administration of international programs with demonstrated ability for ongoing development of quality cultural-based programming, pedagogy/andragogy, and positive participant experience in all international curriculums.	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Experience with nations in the middle east including language proficiency in Arabic, Farsi or related-dialects.  Experience generating revenue from varied sources.	Preferred	

## Licenses and Certifications

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

KSAs	Proficiency
• Ability to develop and manage budgets in a higher education institution.	Skilled
• Ability to interact with foreign governments, foreign dignitaries or other international institutions.	Skilled
• Ability to lead international initiatives.	Proficient
• Grant writing skills and ability to secure other revenue resources in support of higher education.	Skilled
• Skills to organize and participate in global seminars, colloquia, and conferences.	Skilled
• Analytical knowledge, skills and abilities to read and interpret foreign policies and or regulations and communicate complex information to varying audiences.	Proficient
• Ability to exercise sound judgment and discretion in dealing with sensitive matters.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• The AVP of the Diplomacy Institute is responsible for the effective and efficient operations of the UHCL Diplomacy Institute, including but not limited to, daily processes, program development, services, and special events, in collaboration with the Vice President for Advancement and other UHCL professionals as appropriate.	30%
• Leads and coordinates the formation of partnerships with both global and domestic governmental entities, in collaboration with UHCL Strategic Partnerships, other UHCL professionals as appropriate, and educational institutions in order to foster the growth and viability of the diplomacy program and university-wide innovation initiatives and while aligning duties with University and Institute Strategic Objectives and Initiatives.	20%
• Provides oversight for coordination, development and monitoring of academic, continuing education and co-curricular materials delivered by the Diplomacy Institute with appropriate experts and constituencies as well as develops and reports all relevant metrics associated with the University and Institutes Strategic Plan.	10%
• Leads and coordinates with appropriate UHCL professionals the development, preparation, and execution of plans and strategies to promote the innovative and entrepreneurial aspects of the UHCL Diplomacy Institute as well as the enhancement of its public image.	10%
• Coordinates and monitors with the Vice President of Advancement and UHCL professionals the development of a resilient marketing strategy through UHCL Marketing and Communication to publicize and brand activities, programs, and services of the Diplomacy Institute, both domestically and internationally.	10%
• Leads and executes the outreach and mission to global consular offices in the greater Houston area, domestic and international diplomacy-focused agencies and organizations, and diplomatic	10%

## Essential Functions

Essential Function	% TIME
experts to promote and expand programs and special events of the Diplomacy Institute in addition to facilitating the accomplishments of the University and Institutional Strategic Objectives.	
<ul style="list-style-type: none"> <li>Partners with UHCL University Advancement, Office of Sponsored Research, Strategic Partnerships, and other UHCL strategy leaders in identifying and securing grants and other revenue sources to sustain and evolve the Diplomacy Institute.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Performs 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			

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
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