

**Director of Global Partnerships and Initiatives**

Clemson’s Office of Global Engagement has recently come under new leadership and has been restructured to facilitate an expanded role in internationalizing the campus and curriculum. Clemson is currently conducting a comprehensive review of international activities and will be developing a new strategic plan for internationalization. The new position of **Director of Partnerships and Initiatives** will join the Vice Provost and the Directors of Study Abroad and International Services in leading this new charge. Clemson currently hosts over 1500 international students and scholars and sends approximately 1300 students abroad on exchange and study abroad programs annually.

**Job Purpose**: Clemson University seeks a creative, dynamic and strategic-minded Director to identify, cultivate and manage international partnerships and global initiatives. This newly created position reports directly to the Vice Provost of Global Engagement and constitutes a critical member of the leadership team in the Office of Global Engagement (OGE). The director is expected to help Clemson achieve operational excellence in the implementation of global initiatives and will work closely with colleagues in associated offices including academic affairs, research, legal counsel, risk management, and human resources.

**Job Functions**:

Global Initiatives--Strategy and Leadership (20%)

* Provide leadership and strategic direction for the management and development of global initiatives and partnerships. This includes researching and assessing international linkages and leveraging resources across the institution to build international relationships that enhance and extend the University’s academic, research, outreach, and economic development objectives.
* Liaise with a broad range of constituencies both in the U.S. and abroad, including University faculty and staff, representatives of partner institutions; state, federal international officials and agencies; the private sector; and, non-governmental organizations.
* Initiate campus dialogues related to institutional needs and motivations for global engagement and collaborate with colleagues to coordinate efforts to implement the University’s strategic plan as it relates to global engagement including the coordination of grant-seeking activities.
* Represent the Vice Provost and OGE at events, committee meetings, task forces, and other functions as needed.

 Global Operations—Planning and Effectiveness (25%)

* Oversee operational strategy to improve resource allocation and operational excellence
* Develop procedures and processes to ensure that international initiatives operate within the compliance parameters set by the University, State and Federal policies. Depending on the activity this may include risk management, fiscal administration, human resources, accreditation, import/export and intellectual property.
* Collaborate with the office of institutional research to design and develop effective mechanisms for reporting and assessing the quality and effectiveness of CU’s international initiatives.
* Support global learning and international curricula.

Global Operations-- Program Management and Implementation (40%)

* Provide administrative management and oversight for all contractual international partnership agreements including exchanges enacted by the University with entities abroad.
* Maintain an inventory and interactive data system including all international programs and partnerships with the goal of fostering strategic international relationships for the University.

• Oversee travel approval process and risk management protocols for all OGE-related faculty and staff international travel.

Other duties as assigned (15%)

* It is expected that the responsibilities of the Director will shift regularly as initiatives move through their life cycle and institutional priorities evolve. The position requires flexibility and creativity in initiating and managing global initiatives

**WORK SCHEDULE**:

Standard Hrs: 37.5; with some evenings and weekends as required by job function.

**Minimum requirements:**

Master’s degree (PhD or JD preferred), five years of demonstrated engagement with international operations in a college or university setting, and at least three years of direct supervision of employees; significant background in international education, initiatives and partnerships, including an understanding of best practices and current compliance issues.

**Knowledge, skills, and abilities:**

Substantial experience working in a global context with international partners and institutions, superb communication skills, the ability to work independently and in teams, strong organizational and managerial skills, ability to foster an atmosphere of collaboration and teamwork within the office and with constituents across campus, professional experience working with people of diverse cultural backgrounds, understanding of issues, trends and opportunities in international education; familiarity with systems of higher education worldwide, and knowledge of pedagogical concerns/models in international education.

**Comments:**

Receive guidance from the vice provost on strategy and priorities of the office. The director is expected to be self-motivated and act independently; must be willing to travel domestically and internationally.

**JEANNE CLERY ACT**:

The Jeanne Clery Disclosure Act requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding areas. As a current or prospective Clemson University employee, you have a right to obtain a copy of this information for this institution. For more information regarding our Employment, Campus Safety and Benefits, please visit the Human Resources - Prospective Employees web page shown at <http://www.clemson.edu/cao/humanresources/prospective/>.

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