

Job Description



Job Title:	Coordinator, International Education & 2+2 Program Officer
Department:	Faculty of Environment
Reports To:	Dean of Environment
Jobs Reporting:	N/A
Salary Grade:	USG 8
Effective Date:	July 2018

Primary Purpose

The role provides strategic input and operational support in the development and implementation of international education programs with Chinese university partners, including partnership development, student recruitment, and student advising related to the Faculty's 2+2 /1+1+1 and similar programs

Key Accountabilities

Steward educational and research partnerships between the Faculty of Environment and various Chinese academic institutions including but not limited to:

- Principal administrative contact and central coordinating liaison with partner institutions and UW offices and personnel associated with the management of all international exchange programs in Environment.
- Maintain good working relationships directly with foreign exchange partners for general administrative arrangements such as the negotiation, coordination of new agreements, delivery of existing programs, and renewal of existing agreements under the direction of the Dean
- Coordinate and provide operational support for Faculty of Environment educational programs with Chinese partner institutions
- Advise the Dean on appropriate actions to address cross cultural issues and activities
- Travel to partner universities in China to provide workshops on application process, recruiting and support program delivery as required
- Provide administrative assistance to partner institutions/staff
- Promote international joint education programs internally within the Faculty of Environment
- Provide advice and assistance to faculty members as required
- Coordinate and assist in the development of appropriate recruitment materials

Student support and academic advising including but not limited to:

- Undertake translation of written and oral communication as needed
- Coordinate Faculty 2+2 programs with related departments and China universities regarding transfer credits and course plans
- Coordinate Faculty 1+1+1 Masters programs with related departments and China universities regarding application and admission, help to identify supervisors for 1+1+1 masters candidates
- Respond to queries from prospective students, their parents, and/or liaisons at partner institutions.
- Co-ordinate curriculum matching between UW and the related partner universities, student admissions, student services as needed
- Process scholarships
- Coordinate professional development courses with partner universities and uW WatPD
- Provide logistical support for students arriving from China including transportation from airport to campus

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- Develop and implement orientation program
- Advise students on appropriate actions regarding cross-cultural activities and cultural issues
- Develop and implement workshops for students on UW guidelines, policies, expectations and course selections
- Provide additional information and assistance to international students to aid their preparation to come to Canada. This may include information on seeking accommodation, climate, culture etc.
- Coordinate with undergraduate administrators to support students in preparation of petitions or letters of permission etc. Follow-up to ensure that all such requests have been dealt with by authorities in the Faculty of Environment
- Organize events for students enrolled in the Faculty's international partnership programs
- Coordinate and support on-campus visits for prospective international students, representatives from partner institutions and other international academic visitors.
- Manage, maintain and update the international joint program website with bilingual languages (English and Mandarin Chinese) for the existing and potential audience (including the students' parents and sponsors)

Provide logistical support for delegations from China arriving from China including but not limited to:

- Provide a lead role in managing on-campus agendas and arrangements for visiting delegations associated with student exchange opportunities from these geographic regions.
- Track incoming delegation requests
- With a solid understanding of protocol, represent the Faculty, greet and accompany incoming delegations to meetings
- Follow up with visiting delegations to facilitate new opportunities and strengthen existing exchange linkages

Coordinate the Faculty's 2+2 programs, including but not limited to:

- Liaise with and provide representation at partner Universities
- Explore, initiate, build and maintain 2+2 and similar partnerships with related institutions
- Ensure the implementation of 2+2 programs
- Advise on partnership agreements
- Supervise student volunteers to support internationally related activities

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University degree, preferably at the Master's level
- Equivalent combination of education and experience will be considered

Experience

- Demonstrated experience working in cross-cultural university contexts

Knowledge/Skills/Abilities

- Advanced communication skills in English and Mandarin Chinese
- Demonstrated ability to respond effectively to customer inquiries in a timely and professional matter

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- General knowledge of post-secondary curriculum, academic requirements and admission regulations; knowledge of the Faculty of Environment curriculum, academic requirements, and admission regulations is preferred
- Working knowledge of student needs and concerns, and best practices and techniques related to student engagement and success
- Advanced computer proficiency in MS Word, Excel and PowerPoint

Nature and Scope

- **Contacts:** Internally, presents and discusses information and problems related to student recruitment, registration and course selection. Contacts include: UW Registrar's Office, departmental/program administrators, Cooperative Education and Career Action, Renison College, Student Success Office, Writing Centre, Int'l Student Experience Team, International Student Advising Team, and students enrolled in programs with Chinese partner institutions. Externally, makes contacts with partner or potential partner organizations to obtain, clarify and discuss information; involves translation between English and Mandarin and travel to partner institutions in China. Contacts include: Senior administrators at foreign universities, counterparts at foreign universities and student applicants at partner institutions.
- **Level of Responsibility:** Manage a faculty-wide function or process that is specialized but has no direct reports; supervise volunteers to support international students and activities.
- **Decision-Making Authority:** Makes decisions about details of events (time, location, etc.) subject to overall plans and budget. Makes decisions about courses and advice given to students; refers students to others when appropriate
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Occasional travel required, including international travel. Regular working hours, some evening/weekend work required. Physical risks typical of those associated with a business traveler. Disruption in lifestyle due to travel requirements and/or unusual schedules