Job Description

Job Title:	International Partnerships Officer
Department:	Partnerships, Entrepreneurship and Commercialization (PEC); Office of Vice-President Research and International (OVPRI)
Reports To:	Associate Director, Corporate Research Partnerships
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	November 2025

Primary Purpose

The PEC team within the OVPRI provides leadership on and coordination of internationalization plans for the University of Waterloo. In collaboration with faculties and other Academic Support Offices, we aim to strategically grow our global network, offer more opportunities for international activities, and be recognized internationally for excellence in education, research and scholarship.

Under the general direction of the Associate Director, Corporate Research Partnerships as well as working in a team environment, the International Partnerships Officer performs a broad range of activities in support of the institutional level international strategy and relationship development to advance internationalization at the University of Waterloo.

The International Partnerships Officer will proactively lead the development of international relationships and initiatives with institutions, governments, and other organizations, will serve as an expert resource to Faculties and Academic Support Units on internationalization, and will actively engage the UW community to facilitate meaningful international partnerships and program development.

Key Accountabilities

International Strategy and Program Development

- Develop, maintain and foster an open and transparent relationship with Faculties and Academic Support Units to identify strategic areas for international programming and partnership growth as aligned with internationalization goals
- Engage with the Faculties to contribute to the development of new or existing international programming, strategies and partnerships
- Identify and pursue opportunities for strategic and value-added collaboration that supports Faculty internationalization goals and is aligned with institutional priorities
- Ensure the Faculties and ASUs have access to clear and accurate information on internationalization through data analysis, research and reporting tools
- Serves as a conduit of information between the Faculties and OVPRI and other campus partners as appropriate – this includes creating internationalization plans and/or providing consultations on internationalization plans and initiatives

Partnership Development, Implementation and Management

- Proactively develops international relations and institutional partnerships through the management of key internal and external relationships
- Develops and maintains a network of contacts (internal and external of institutional partners, government agencies, embassies and consulates (Canadian and international)) that facilitate the execution of university internationalization strategy

Builds relationships with Faculties, Academic Support Units, Research Institutes and Centres, Senior Leadership and other offices to secure their support for initiatives to advance internationalization
- Organizes, participates and assists OVPRI, Faculties, Academic Support Units, and other campus partners in protocol activities as related to inbound and outbound senior international stakeholders, delegations and visitors
- Provides analysis and assists with the timely execution of new and renewed institutional agreements in coordination with the Manager, International Agreements related to partnerships and linkages, including MOUs, student mobility (exchanges), and academic programs (joint academic) and others
- Working closely with the Manager, Safety Abroad, ensures timely notification of international activities and geographical knowledge for purposes of safety assessment and coordination
- Responds to requests for information from outside the University, in consultation with the Associate Director, Corporate Research Partnerships; adheres to strict standards of confidentiality with respect to development of policy or in matters of public position involving the University

Strategy, Reports and Information Management
- Responsible for actively gathering and mapping UW international relationships and engagement ensuring the collation and timely maintenance of regional, country, institutional, and strategic briefing notes and reports
- Conducts research and analysis of international higher education and internationalization trends, funding opportunities and mobility schemes
- Prepares reports, briefing documents on regional, country, institutional, and strategic engagement including the political, social, economic, research and educational contexts
- Monitors and assesses the performance of international partnerships and provides recommendations on their maintenance, continuity, and development
- Works in collaboration with OVPRI communications team to develop strategic and promotional communications

University-wide Coordination of International Opportunities and Resources
- Liaises with Faculties, Academic Support Units, Research Institutes and Centres, Senior Leadership and Institutional offices to solicit cross-institutional input into the relationship development and management process, exercising considerable interpersonal sensitivity and diplomacy
- Collects and maintains up-to-date information on international activities of Faculties, Academic Support Units, Research Institutes and Centres and provides timely reports, presentations and recommendations to related activities
- Monitors international relations trends and liaises with UW Faculties, and Academic Support Units to advise on key opportunities
- Serves as a university resource on internationalization by developing and deepening expertise in international relations, program development and funding opportunities
- Convenes working groups (as needed/requested) to develop a network of champions and experts / active researchers to support relationship building and international program development

**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

- Bachelor's degree in international relations, globalization, International Business, Political Science preferred or equivalent combination of education and experience.
- Master's degree an asset.

Experience

- 5+ years of related experience in a post-secondary environment, government or international relations role
- Experience in managing high level delegations and protocol in a cross-cultural context and for a wide variety of high-level delegations
- Experience in collating and analyzing qualitative and quantitative data and information and drafting reports, briefing materials and presentation to range of audiences including senor administrators
- Experience supporting the creation and implementation of a strategic plan including a proven record of accomplishment of leveraging Faculty-specific strategic plans and the University strategic plan to inform the direction

Knowledge/Skills/Abilities

- Demonstrated relationship building competencies, with exceptional skills in cross-cultural understanding and communication
- Knowledge of internationalization of higher education, partnership development and stakeholder engagement, including up to date knowledge on best practice at other institutions, current internationalization trends and identifying opportunities in international relations
- Demonstrated ability to work both independently and collaboratively, build consensus, maintain confidentiality, exhibit sensitivity to the needs and interests of a variety of stakeholders, and support the functioning of a diverse team both within an individual department and across the institution
- Must possess excellent research, analytical, oral and written communication skills including preparing briefing materials, reports and project management
- Excellent analytical skills – ability to analyze both qualitative and quantitative data and to draw valid and appropriate conclusions
- Strong communication skills with the ability to convey complex information and issues concisely and clearly, and draft high-quality position papers and briefing notes
- Proven influencing and teamwork skills, including a demonstrated ability to mobilize people who do not report to them
- Excellent strategy development and ability to lead throughout execution in an environment of change and ever-increasing demand for staff resources.
- Knowledge of one or more languages (in addition to English) is an asset

Nature and Scope

- **Contacts:** Internally communicates with a wide range of departments including Senior Administrative Offices, Academic Support Units and Faculties to provide effective coordination and successful implementation of partnerships and relationship building. Ongoing contact with international partners, agencies and associations, and governments. Regular contact with international visitors to the University of Waterloo. Deals with sensitive and confidential information and must exercise sound judgement, tact, highest degree of integrity and diplomacy. Ability to manage multi-faceted projects with input from a wide range of stakeholders.
- **Level of Responsibility:** Manages a university wide function or process; responsible for the effective implementation of initiatives directed at the promotion, development and maintenance of international

relationships, specifically supporting the success of outbound missions, and high-level international delegations that visit the University, thus having a direct and substantial impact on the university's reputation and the achievement of institutional internationalization, research and revenue goals.

- **Decision-Making Authority:** The position requires independent decision-making skills in regards to delegation protocols and strategic recommendations to senior administrators based on evidence. The manager is responsible for decision making in his/her area of responsibility.
- **Physical and Sensory Demands**: Minimal demands typical of a position operating within an office environment, periods of extensive sitting, concentrated use of visual sense and physical effort that may result in moderate fatigue, strain, or injury as a result of repetitive keyboard/mouse movement
- **Working Environment:** Office based; intermittent work outside the normal operating hours of the institution; and occasional international travel may be required.