

CUPE JOB DESCRIPTION

WORKING TITLE:	International Projects and Partnership Development Officer	UPDATED: NOV/2018, JAN 2019
DEPARTMENT:	International	POSITION STATUS: REGULAR, F/T
LOCATION:	Cranbrook	POSITION NUMBER: 123

SUMMARY OF RESPONSIBILITIES

Reporting to the Manager, International Projects and Partnerships, the incumbent works as a member of the international team in support of the realization of the College's internationalization targets and goals.

The primary focus of this position is international business and development projects including researching and corresponding with international partners to develop and provide tailored programs, the development of international opportunities for students, employees, and graduates, proposal writing, and project management. In addition, the position will assist with international contract development, education programs, study tours and recruitment of international students to College of the Rockies.

KEY DUTIES & RESPONSIBILITIES *(list the key 7 – 10 in descending order of importance)*

1. Negotiating, coordinating and managing international projects.
2. Managing the finances of international projects, including compliance with financial regulations and reporting requirements of funding bodies.
3. Identifying funding sources for international activities and writing project proposals and grant applications.
4. Facilitating the selection, training, pre-departure preparation and reintegration, and oversight of students, interns and volunteers participating in the College's international activities.
5. Implementing risk management plans and emergency protocols for the College's international activities.
6. Facilitating the deployment of College employees who are contributing to the College's international activities.
7. Promoting the College abroad including attending educational fairs, developing and maintaining international agent contracts, and directly interacting with students, parents, teachers and government officials.
8. Supporting Communications and Marketing in promoting the College's international work and opportunities for students and graduates including providing content for promotional materials, press releases, and the College's website and social media.
9. Providing support and back up to other positions within the department as required.
10. Traveling internationally and within Canada to carry out many of the above-mentioned duties and responsibilities.

DECISION MAKING

- Significant independence and initiative required including work planning, project development, and financial planning.
- Considerable consequences resulting from decisions which include financial loss, legal implications, public relations impacts and impacts to the health and safety of personnel.
- Responsible for the selection and oversight of students, interns and volunteers participating in the College's international activities.

POSITION RELATED QUALIFICATIONS – EDUCATION AND EXPERIENCE

- Bachelor's degree in International Affairs, Development, Education, or Business; or in a related field.
- Minimum of three years of related experience including at least six months of relevant international experience in a developing country.
- Proven experience writing successful funding proposals.
- Proven skills in international project management.
- Experience coordinating projects, managing project budgets and producing financial reports.
- Extensive inter-cultural experience.
- Second/multiple language capability desired in a language or languages relevant to the College's international work
- Strong interpersonal, communication and supervisory skills.
- Excellent financial skills including budgeting and profit/cost analyses.
- Ability to deal with multiple demands in a fast-paced environment.
- Proficient in the use of Microsoft Excel.

POSITION SPECIFIC WORKING CONDITIONS and ENVIRONMENT, SAFETY REQUIREMENTS***Physical and Mental Effort:***

- Job duties are primarily performed indoors.
- Duties require the ability to deal with multiple demands in a fast-paced environment.
- Occasional heavy lifting may be required at trade shows and when carrying recruiting materials.
- Occasional long periods of standing may be required during trade shows.

Work Environment:

- Travel is required, both within the region, and out of country, frequently to developing countries where health and safety risks are increased.
- Job duties involve evening and weekend work.
- Exposed to interruptions.
- Flexible hours are required.

Safety Requirements:

- Travel to developing countries requires receiving vaccinations, taking specific medications and taking extra precautions to avoid unsafe situations.
- Class 5 driver's license required.

COLLEGE OF THE ROCKIES RECRUITMENT SPECIFICATIONS

Describe the minimum qualifications and specifications required of the position in order to perform the role competently. (The focus is on the position, not the person or their performance).

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Formal Education: - Degree in International Affairs, Development, Education, or Business; or in a related field.	
Related Work Experience: - Minimum of three years of related experience including at least six months of relevant international employment experience - Proven experience writing successful funding proposals - Proven experience coordinating projects and managing project budgets - Extensive inter-cultural experience - Entrepreneurial approach to training and education - Strong interpersonal, communication and supervisory skills - Excellent financial skills including budgeting and profit/cost analyses - Ability to deal with multiple demands in a fast-paced environment	- Second/ multiple language capability in a language or languages relevant to the College's international work
Problem Solving and Complexity: - Ability to problem solve independently - Ability to multitask in a fast paced environment	
Computers/Technology/Specialized Equipment: - Proficient in the use of Microsoft Excel.	
Communication and Interpersonal Skills: - Strong interpersonal, communication and supervisory skills Licenses/Certificates - Driver's license Class 5 - Valid passport with no impediments to travel	

REVIEWS and APPROVALS

EMPLOYEE SIGNATURE:	DATE:
The employee signs off the job description during final review/discussion with the manager/supervisor.	
MANAGER/SUPERVISOR SIGNATURE (APPROVAL):	DATE:
The manager/supervisor signs off (approves) the job description after final review/discussion with the employee.	

