

The University of Texas at San Antonio

Job Description

Job Title: Coordinator, Global Relations and Agreements
Code: 13608
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Provost and Vice President for Academic Affairs (VPAA)
Reports To: Executive Director, Office of International Programs (OIP)

Summary

- Function: Directly assists the OIP Executive Director and Vice Provost for International Initiatives with the initiation, development, and documentation of institutional relationships and academic initiatives with foreign universities, institutes, and government entities.
- Scope: Coordinates and arranges the protocol required by activities with international visitors and related events. Accomplishes special projects related to international initiatives as assigned by the OIP Executive Director, and/or the Vice Provost for International Initiatives.

Duties

- Typical:
 1. Contributes to all aspects of supporting collaborative relationships and authorized official communication with partner international institutions and government entities
 2. Directly supports the development of meaningful and substantive international agreements, and then tracks their progress with partner institutions, while working alongside the OIP Executive Director, and the Vice Provost for International Initiatives.
 3. Works under the direction of OIP Executive Director, with the colleges, departments, institutes, centers and faculty to facilitate and assist with the development and approval of international agreements and program initiatives with foreign institutions and government entities.
 4. Collaborates directly and closely with the Office of Legal Affairs to support the preparation of draft international agreements, to include coordinating the provision of needed information and documentation from the academic departments.
 5. Communicates directly with foreign university counterparts; accepts, reviews requests and documents related to international agreements and programs; refers

<p>requests to OIP Executive Director and appropriate departments, which require review and decision by the OIP Executive Director, and/or the Vice Provost for International Initiatives.</p> <ol style="list-style-type: none"> 6. Serves as a point-of-contact and coordinator for: visits from international visitors, hosting of special programs and foreign university delegations related to the OIP and the Office of the Provost. 7. Responsible for ensuring appropriate protocol is in place for meeting arrangements, activities, agreement signings, and social events for international visitors to the OIP and Office of the Provost. 8. Performs other duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Represents UTSA and the Vice Provost for International Initiatives at city, state, national, and international associations/consortia and events.

Education

Required	Preferred
Bachelor’s Degree from an accredited university	Master’s Degree from an accredited university

Other Requirements

Required	Preferred
Bilingual in the languages of English and Spanish, with the ability to speak, read, and write at a high level of professional competence in both languages. The ability to multi-task, work and lead in a fast paced professional business environment. Excellent intercultural communication skills.	Prior experience in the management of related programs and initiatives in a University setting.
Excellent people skills and the ability to lead and work with individuals and groups in a professional, facilitative way.	
A demonstrated ability to problem solve and prioritize effectively.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of experience in special programs, program coordination, coordination of programs involving international partners or experience in a higher education institution.	Experience in the management/administration of higher education programs in a University setting.

Equipment

Required	Possible
Technological expertise, including use of MS Windows, MS Office, and web-based applications. General office equipment.	The demonstrated ability to maximize/leverage technology to further advance programmatic goals in the work setting. Experience in working with computer based databases, such as MS Excel.

Working Conditions

Usual	Special
Normal office conditions with some travel, to include international travel.	May be asked to work extended hours within a varying schedule, which could include weekends and evening. Some travel to professional meetings and conferences.

Supervision

Received	Given
Supervision from the Executive Director, OIP. Often works independently (while exercising expert and independent judgment) in an environment with minimal direct supervision.	Serves as a program coordinator, while working collaboratively with the assigned staff in a team

Accuracy

Proficiency in all phases of the duties performed.
--

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
