

PORTLAND STATE UNIVERSITY

Position Profile

Vice Provost for International Affairs

1/26/2012

Portland State University seeks a visionary, passionate and entrepreneurial Vice Provost for International Affairs who will define the University's future as a leader in international programs and academic studies. The next Vice Provost will not only have a strong record, but also demonstrated success as an administrator, and the interpersonal skills and technical knowledge needed to inspire faculty, staff, alumni, and the external community. A successful Vice Provost will be able to leverage the opportunities that exist across the academic centers, the international affairs staff, and the external community. The Vice Provost reports directly to the Provost, serves on the Council of Academic Deans, and oversees the ongoing shaping and implementation of structures, policies, and program initiatives that promote the operation of the Office of International Affairs (OIA) and the Strategy for Comprehensive Internationalization.

About Portland State University

Located in the heart of Portland, Oregon, one of the nation's most livable cities, Portland State operates as part of the Oregon University System (OUS), a network of seven universities located across the State of Oregon. As the state's urban public university, Portland State provides professional education to thousands of Oregonians; the University applies research to problems of interest to the city, region, and global society and has developed strengths in research related to urban and public affairs, business administration, nanotechnology, sustainability in the built environment, transportation, health, life sciences and other emerging fields. Many of its programs are recognized within their disciplines as leaders in innovation, quality, and application. PSU is recognized nationally and globally for its extensive expertise in community based engagement, placing more than 10,000 students in community-university partnerships each year in over 400 community-based learning courses.

Portland State has approximately 1,600 faculty members; 900 administrative and research faculty; and 600 staff members. The University enrolls more than 23,000 undergraduate and 5,800 graduate students, roughly 60% of whom are enrolled on a full-time basis. Portland State has more than 126,000 alumni, roughly two-thirds of whom live in the Portland metropolitan area. Portland State is the most diverse institution in the Oregon University System, and the University offers a relatively affordable, accessible education for students of all ages. Approximately 14% of undergraduates are freshmen; 15% are sophomores; 24% are juniors; and 33% are seniors, as well as 8% post-baccalaureate undergraduates, and 6% are non-admitted undergraduates. Of the total student body, 24% are graduate students. Approximately 40% of students at the undergraduate and graduate levels attend PSU on a part time basis. The vast majority of students work at least part time, and many both work and attend school on a full time basis.

Portland State University's International Mission

Portland State's international mission is to foster greater international exposure for students, faculty, staff, and the community, support interdisciplinary research and professional training on global issues, and provide leadership in the pursuit of strategic partnerships across campus and between the campus and the local, regional, national and international communities that contribute to global awareness and understanding.

PSU's international opportunity is furthered by a local economy that includes the world's leading economic cluster for athletic wear and outdoor gear (Nike, Adidas, Columbia Sportswear), and leading international firms in semiconductors (Intel), renewable energy (SolarWorld, Vestas), green building (GED), and aircraft components (Precision Castparts, Boeing). The Port of Portland is the one of the largest ports on the west coast, with primary trading partners in Japan, Canada, Korea, China and Malaysia.

With over 1900 international students, PSU has one of the most international student populations in the OUS system. The top countries represented by students include Saudi Arabia (428), China (241), India (165) and Japan (163). In 2012 PSU will begin the third cohort of Intel scholars from Vietnam, a program that has made PSU a highly respected university in that country.

The University has developed a distinctive strategy for internationalizing the campus that fits the broad range of students attending PSU, including many non-traditional students who are mostly employed at least part time. Most notable about this strategy is the large number of two-to-three week faculty led study abroad programs available to students in locations throughout the world.

Among the notable strengths of internationalization at PSU are a number of academic centers. The 52 year-old Middle East Studies Center was the first federally funded center of its kind, and received a Title VI grant in 2010. PSU has more than 2000 alumni throughout the countries comprising the Gulf Cooperation Council, and over the past 5-10 years has sustained a strategy of nurturing relationships with these alumni through annual receptions and student tours. Additional centers include the Center for Turkish Studies, Institute for Asian Studies, the Confucius Institute, and Center for Japanese Studies.

High-achieving students at PSU with an interest in international affairs participate in the national Russian Language Flagship Program, which culminates with a year-long internship at the Russian Flagship Center in St. Petersburg.

Each of Portland State's seven colleges and schools plays an important role on campus and in the community in the development and implementation of the University's Strategy for Comprehensive Internationalization. The Internationalization Council (IC), in collaboration with the Office of International Affairs, facilitates and coordinates cross-campus and cross-community discussion and prioritization of the University's international activities. The IC is appointed by the Provost and includes representatives of the faculty, staff and student body.

The Office of International Affairs

The Office of International Affairs represents a half century legacy of internationalization at PSU, symbolized by being selected for the NAFSA Senator Paul Simon Award for Campus Internationalization in 2009 for exemplary campus internationalization.

The Office of International Affairs:

- Provides support for PSU students seeking to study and pursue internships abroad, for international students studying at PSU (currently 1976 students), and for mentoring and scholarship programs that contribute to a high rate of student retention.
- Supports faculty engaged in international scholarship, 100 visiting international faculty per year, and international community and university partnerships.
- Contributes to PSU's international recognition as an urban university known for excellence in student learning, innovative research, and community engagement
- Collaborates with the University's Internationalization Council to facilitate and coordinate cross-campus and cross-community discussion and prioritization of PSU's international activities.
- Prioritizes research, teaching, and community partnerships that are globally significant and regionally focused, specifically supporting the Middle East Studies Center, Center for Turkish Studies, Institute for Asian Studies, Confucius Institute, and Center for Japanese Studies.

The most recent budget for the Office of International Affairs totaled approximately \$6.8 million, of which approximately 60% comes from central administration and 40% from entrepreneurial activities. The Office of International Affairs includes 16 professional faculty, 16 directors, managers, and staff, 52 additional paid staff and student workers, and 24 volunteers and visiting scholars.

The Vice Provost of International Affairs

The Vice Provost for International Affairs works with faculty and administrators to develop international programs, activities and curricula that are consistent with the university's mission, and that foster the preparation of students and faculty for the increasingly global nature of contemporary life. The Vice Provost is expected to be active in the external community in order to leverage opportunities that will further the international mission of the University, while contributing to international commerce and cultural competency of the community.

Successfully advancing the University's international mission requires that the Vice Provost work closely and collaboratively with a wide variety of senior administrators, the Office of Student Affairs, the International Admissions Office, the Office of University Relations, the Alumni Affairs Office, and the International Studies program. The Vice Provost works with the

Chief Diversity Officer to promote a campus climate that is inviting and supportive of international faculty, students, and staff.

The next Vice Provost must have the interpersonal skills needed to build trusting relationships with a wide variety of individuals across the campus, community and the world. The successful candidate will have sufficient technical knowledge about regulations and laws affecting the functions performed by the Office of International Affairs to appreciate the complex and demanding work of the staff. He or she will develop the knowledge and data about the activities of the Office of International Affairs needed to represent and advocate for the Office in campus conversations and deliberations.

Specific responsibilities include:

- Provides full-time administrative and fiscal leadership for the various units under the Office of International Affairs: International Student & Scholar Services, International Student Life, Education Abroad, International Special Programs, and the Waseda Oregon Program
- Contributes to the development and implementation of the University's Comprehensive Internationalization Strategy (currently in its second iteration of development)
- Facilitates and coordinates the University's major international activities in each of the seven colleges and schools
- Works closely with the University's undergraduate International Studies Program, housed in the College of Arts and Sciences
- Represents PSU in national studies and conferences on international learning and assessment
- Administers funds for research and curriculum development offered through annual internationalization Mini-grant Awards
- Provides leadership and oversight for the Institute for Asian Studies, Confucius Institute, and the Middle East Studies Center
- Provides advice and specific plans for university-wide short and long-term strategies for international partnerships, exchange programs, and international student recruitment;
- Oversees the strategic implementation of international partnerships, to include international memoranda of understanding, in consultation with Legal Counsel and the University Business Office
- Collaborates with the Vice President for Enrollment Management and Student Affairs and other campus programs to ensure that recruitment and retention strategies for international students are aligned and successful
- Encourages a strong intellectual environment through conferences, support of visiting scholars and other events
- Pursues opportunities that will increase external funding for OIA programs including revenue generating programs, grants and contracts, and solicitations from private donors
- Plans international trips and accompanies the President, Provost and other senior administrators as appropriate.

Opportunities and Challenges for the Next Vice Provost

The new Vice Provost will face a number of opportunities and challenges:

- The second iteration of PSU's internalization strategy has been developed (see http://oia.pdx.edu/images/internationalization_council/DraftIntlStrategy_June2010.pdf), and the new Vice Provost will need to play an active role in finalizing that strategy and leading the implementation of components under the purview of the Office of International Affairs.
- The rapid growth of international students, faculty and programs during a time of broader budgetary reductions means that the new Vice Provost will need to further the success of revenue generating activities, use business development skills to create new activities, and be effective in raising funds from private donors.
- Ensuring the success of international programs in the future will require working with the PSU administration to find additional physical space to accommodate the growth in international students studying at PSU, PSU students studying abroad, and needed staff.
- The opportunity exists to leverage the considerable intellectual capacity within the academic centers such as the Middle East Studies Center and the Institute for Sustainable Solutions, and the administrative expertise within the Office of International Affairs to advance the effectiveness of existing programs, and create new programs.

Qualifications

The successful candidate will have a record of scholarship and relevant academic experience that qualifies the candidate for the rank of professor with tenure in a Portland State academic unit. The candidate will have three or more years of relevant administrative experience running internationally-related programs, including curricular area studies and/or strategic exchanges and partnerships, demonstrate a commitment to international students and faculty, understand the objectives and goals of the internationalization initiative, and show evidence of leadership and managerial skills relevant to the position of Vice Provost. He or she will have a broad portfolio of relationships and networks throughout the world. Proficiency in a second language is expected, and the ability to work successfully in any of the world's cultures is mandatory.

Compensation

Salary is commensurate with qualifications and experience.

Nominations and Applications

Individuals interested in this opportunity should submit a cover letter, vita, and a list of 3-5 references. Review of applications by the search committee will begin on February 25th and continue until the position is filled. Applications can be submitted by email to kblack@pdx.edu or mailed to the search contact address below.

Portland State University is an affirmative action/equal opportunity employer, and seeks candidates who are committed to the highest standards of scholarship and professional activities and a campus climate that supports equality and diversity.

Search Contact:

*Kathy Black, School of Business
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