Executive Director of Global Education
Position Description

Greenwood/Asher & Associates, Inc.
Executive Search, Consulting and Training
The Position

Virginia Commonwealth University invites nominations, expressions of intent and applications for an exceptional leader to serve as the Executive Director of Global Education. The executive director will work across the university administration, faculty, staff and students to build and implement a strategic vision for current and future globally oriented programs and initiatives at VCU.

As a 21st century research university committed to inclusion, access and excellence; innovative and transformative learning; impactful research; exceptional patient care; and beneficial community impact, internationalizing the university is a critical element of our success. As such, the Global Education Office is transforming itself to be the central service unit for the university. The programs and services offered by GEO range from global outreach, education abroad, VCU’s English Language Program, international students and scholars success, and GLOBE, one of VCU’s award-winning living learning programs. The creation of a new international pathways program, VCU’s Global Student Success Program, also provides additional opportunities for expanding the breadth and depth of GEO.

The executive director will set the strategic vision of the office and work with university administrators and the Global Student Success Program to determine a global strategy for the institution. They will also work to facilitate an even deeper engagement of VCU’s students and faculty with partners around the world, while growing the university’s international visibility and reputation.

The executive director reports to the senior vice provost for academic affairs and is a key member of the provost’s leadership team.

The chief purpose of this position is to provide innovative leadership for GEO in order to support the university in increasing the global impact of research, teaching and service and in expanding the role of VCU on the world stage. The incumbent will be responsible for the process of comprehensive internationalization at VCU.

Duties/Responsibilities

- Recommend an institutional plan for internationalization to the provost and the president
• Align the global education strategic internationalization plan across units by collaborating with VCU’s schools and colleges to encourage them to incorporate global strategies and programs in their unit plans
• Develop strategies for activities and programs that advance VCU’s globalization objectives
• Communicate the global education goals and objectives to internal and external stakeholders
• Develop agreements with institutions abroad that are consistent with the strategic plan
• Manage risks associated with global education and ensure compliance with appropriate regulations and laws
• Ensure ethical behavior by staff and agents of the university
• Effectively oversee and manage the budget
• Represent VCU in relationships and negotiations with universities, governments and other institutions abroad
• Provide leadership in the areas of international student recruitment, retention and advising; and develop and implement an annual recruitment and retention plan that aligns with institutional goals
• Oversee important services in support of recruitment, including immigration services for international students
• Provide leadership in study abroad for VCU students by developing and overseeing the implementation of plans to increase faculty-led, exchange and third-party programs
• Develop and oversee the growth of opportunities for nondegree-seeking foreign students to study at VCU, including our English Language Program
• Develop and oversee policy guidelines for the university’s strategic priorities in establishing international affiliations, programs and partnerships
• Build strategic alliances with organizations and universities, both abroad and at home, in pursuit of policy initiatives
• Serve as consultant to campus and wider community on international activities and resources
• Work closely with university administration to ensure quality and fiscal accountability and to properly address liability issues
• Design and implement a plan for assessing organizational and student learning outcomes in Global Engagement and take evidence-based steps to improve outcomes
• Cultivate and nurture relationships with international alumni

Qualifications
The executive director of GEO will be an innovative, entrepreneurial and experienced leader. The candidate will bring to the role a record of achievement reflective of the university’s standards of excellence, coupled with integrity and vision. Specifically, VCU seeks:

- Experience in comprehensive internationalization, education abroad, international enrollment management and international student and scholar services
- Demonstrated success in the development and engagement of significant budgets
- Successful experience in working with faculty members, administrators and senior management
- Ability to represent the university and generate programs and partnerships
- Ability to maintain a professional appearance and provide a positive image of the program to the public
- Prior experience in developing and executing long-term strategy, recruiting and retaining international students, and managing international programs in higher education
- Experience working with diverse populations
- An earned doctorate in any academic discipline (preferred)
- A strong vision for global engagement across all academic sectors and a commitment to such engagement
- Evidence of support for high-quality academic engagement
- Senior administrative experience in a position of international service
- Familiarity with federal regulations governing the approvals for entrance of international students and scholars to the U.S.
- Familiarity with student services for international students enrolled in academic programs in the U.S.
- Familiarity with international affiliation protocols
- Positive attitude, proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity and inclusion
- Familiarity with best practices in international education crisis and risk management
- Highly skilled and diplomatic cross-cultural communicator and relationship-builder with a proven record of successful collaborations with diverse partners and constituencies
- Exceptional communication skills including a proven record of implementing effective internal and external communication strategies within a complex unit with evidence of team-building and peer leadership
- Proven record of developing and implementing innovative solutions to complex problems
- Experience with fundraising and creating innovative revenue streams in international education
• Experience with community engagement
• Proficiency in multiple languages honed in part by experience living and/or working abroad (preferred)

About the Global Education Office

GEO mission
The mission of GEO is to support the university in increasing the global impact of research, teaching and service and in expanding the role of VCU on the world stage.

GEO vision
Over the next decade, GEO will support the university’s efforts to increase the number of international students and scholars who succeed academically and are fully interwoven into the VCU experience; expand the global engagement of VCU students, faculty and staff in the classroom and beyond; and strengthen the impact of VCU on the global stage while building sustainable bridges linking Richmond to the world.

GEO administers five units and programs:

Education Abroad
The study abroad office offers student advising and placement in a full range of programs abroad, as well as academic unit support in developing, operating and evaluating study abroad programs.

English Language Program
The fully accredited intensive English program offers beginner to advanced levels of academic preparation. This large and growing program concentrates on academic preparation and study skills that equip students for success in their educational and career pursuits.

Global Outreach
The global outreach team supports the university’s academic units in identifying and pursuing global priorities within the context of Quest for Distinction by facilitating international institutional agreements, coordinating the universitywide Global Advisory Network, supporting international faculty development and providing funding opportunities for global initiatives.
International Student and Scholar Programs
This program offers students, scholars and visitors a full suite of services that include academic and immigration advising, student engagement activities and campus and community orientation. The program equips faculty and staff with expertise and tools to support international students and scholars through workshops, faculty academies and individualized pedagogical consulting.

VCU Globe: A global education living-learning community
One of only 25 Peace Corps Prep programs in the nation and recognized by the 2015 Senator Paul Simon Award for Innovation in International Education, VCU Globe prepares undergraduates in all majors to live and work in a 21st-century global environment. In addition to completing a rigorous, globally focused curriculum, students live together in the West Grace North residence hall and participate in community-engagement and leadership-building activities.

About the University
VCU is a major, urban public research university with national and international rankings in sponsored research. Located in downtown Richmond, VCU enrolls more than 31,000 students in more than 200 degree and certificate programs in the arts, sciences and humanities. Thirty-seven of the programs are unique in Virginia, many of them crossing the disciplines of VCU's 11 schools and three colleges. The VCU Health brand represents the health sciences schools of VCU, the VCU Massey Cancer Center and the VCU Health System, which comprises VCU Medical Center (the only academic medical center and Level I trauma center in the region), Community Memorial Hospital, Children's Hospital of Richmond at VCU, MCV Physicians and Virginia Premier Health Plan. Today, VCU serves an integral role in the economic health of the city of Richmond and the region by educating the current and future workforce, advancing research, and enhancing patient care. VCU, its health system and other related entities have cash and investments of approximately $3.0 billion.
VCU is rooted in a rich history dating to the 1838 founding of the Medical College of Virginia, which now comprises one of the two downtown Richmond campuses. The Monroe Park Campus began as the Richmond School of Social Work and Public Health in 1917. The two schools merged in 1968 to become Virginia Commonwealth University, the most comprehensive urban university in the state and one of the most successful research universities in the nation. VCU’s third campus is located in Doha, Qatar, and is a cornerstone of Education City, which is now host to several other branch campuses of prestigious universities – Weill Cornell Medical College, Texas A&M University, Georgetown University School of Foreign Service, Carnegie-Mellon University, Northwestern University, HEC Paris and University College London.

As an urban institution of higher learning, VCU and its partners have contributed immeasurably to the development of the fabric of the city of Richmond, which has transformed into a center of artistic and cultural growth, business development and social services. In consequence, the city and its leadership in business, industry and cultural affairs have given extraordinary support to the university’s growth, complementing the support of the commonwealth. Richmond, the capital of Virginia, is a diverse cultural city, surrounded by historic neighborhoods, parks and the scenic James River.

**Strategic plan – Quest 2025: Together We Transform**

Quest 2025: Together We Transform serves as the successor to the 2012-2018 strategic plan, Quest for Distinction. Above all, the 2025 strategic plan strives to be:

- A plan for the VCU community, by the VCU community
- Flexible, strategic and realistic, encompassing the values the university been sharing for years
- A way for units to define distinction for themselves — to identify, and make the most of, what makes them stand out from the crowd

VCU will pursue four overarching, integrated themes in support of its mission and vision and in its continued drive for distinction and impact:

- Transform the lives of VCU’s distinctive and diverse students
• Achieve pre-eminence as a 21st century public, urban research university
• Commit to inclusive excellence
• Create collective community change

More information can be found here:

Quest 2025 plan updates: https://quest.vcu.edu/plan-updates/

Mission

VCU and its academic health sciences center serve as one national public, urban research institution dedicated to the success and well-being of our students, patients, faculty, staff and community through:

• Real-world learning that furthers civic engagement, inquiry, discovery and innovation
• Research that expands the boundaries of new knowledge and creative expression and promotes translational applications to improve the quality of human life
• Interdisciplinary collaborations and community partnerships that advance innovation, enhance cultural and economic vitality and solve society’s most complex challenges
• Health sciences that preserve and restore health for all people, seek the cause and cure of diseases through groundbreaking research and educate those who serve humanity
• Deeply engrained core values of diversity, inclusion and equity that provide a safe, trusting and supportive environment to explore, create, learn and serve

Vision

As a pre-eminent national public, urban university and academic health center, Virginia Commonwealth University will be distinguished by its commitments to inclusion, access and excellence; innovative and transformative learning; impactful research; exceptional patient care; and beneficial community impact.

Core values

• **Accountability**: Committing to the efficient and transparent stewardship of our resources to achieve institutional excellence
• **Achievement**: Ensuring distinction in learning, research and scholarly pursuits, service, and patient care
• **Collaboration**: Fostering collegiality and cooperation to advance learning, entrepreneurship and inquiry
• **Freedom**: Striving for intellectual truth with responsibility and civility, respecting the dignity of all individuals
• **Innovation**: Cultivating discovery, creativity, originality, inventiveness and talent
• **Service**: Engaging in the application of learning and discovery to improve the human condition and support the public good at home and abroad

• **Diversity and inclusion**: Ensuring a climate of mutual trust and respect where individuals of differing cultural backgrounds, identities, abilities and life experiences are embraced, engaged and empowered to drive excellence and success

• **Integrity**: Adhering to the highest standards of honesty, respect and professional and scholarly ethics

**Accreditation**

Virginia Commonwealth University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, doctoral and first-professional degrees. For more information, visit [sacs.vcu.edu](http://sacs.vcu.edu).

**About Richmond, Virginia**

The metropolitan area offers minimal traffic congestion with less than a 25-minute commute on average. Richmond is centrally located with the Atlantic beaches, Blue Ridge mountain ski slopes and hiking, and Washington, D.C., all within a two-hour drive. The city of Richmond combines big-city amenities with southern charm and ease. The city is home to the Virginia Museum of Fine Arts, easy parking, restaurants that win raves from national media and some of the best street art in the entire country.

For more information on the city of Richmond, please visit:

[grpva.com/living-in-richmond](http://grpva.com/living-in-richmond)
[visitrichmondva.com](http://visitrichmondva.com)

**Salary**

The salary is competitive and commensurate with qualifications and experience.

**Applicant review**

Confidential applications and nominations will be accepted until the position is filled. The best date for consideration is March 8, 2019. Candidate screening will begin immediately.

**How to apply**

Applications and nominations are now being accepted. Application materials can be submitted to the VCU eJobs portal located at the link below:
VCU eJobs Guest Login: https://www.vcujobs.com/postings/86954

For best consideration, please submit application materials prior to March 8, 2019. Greenwood/Asher & Associates, Inc. is assisting Virginia Commonwealth University in this search. Inquiries, nominations and applications are invited. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made. Submission of application materials as PDF attachments is strongly encouraged. Confidential inquiries, nominations and application materials should be directed to Greenwood/Asher. Basic personal and demographic information must also be submitted to VCU’s eJobs site by March 8, 2019.

Inquiries, nominations, and application materials should be directed to:

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For more information on Virginia Commonwealth University, please visit vcu.edu

Virginia Commonwealth University is an equal opportunity/affirmative action university providing access to education and employment without regard to race, color, religion, national or ethnic origin, age, sex (including pregnancy), political affiliation, veteran status, genetic information, sexual orientation, gender identity, gender expression or disability. Women, minorities, veterans and persons with disabilities are encouraged to apply.