

Job Level	Special Adviser to the Provost for International Affairs	Professional Level IV
Oversight Received	<ul style="list-style-type: none"> * Determine appropriate colleges, departments, and contacts for academic, engagement, and research efforts in comprehensive international efforts, especially in China. 	<ul style="list-style-type: none"> • Complete autonomy in work approach
Problem Solving	<ul style="list-style-type: none"> * Coordinate China efforts with the Associate Provost for China Programs and retain close connections to the CSU Shanghai office at East China Normal University, including for international recruiting. * Continue connections to already established strategic projects such as Sannam S4 in India. * Build on past relationships in countries such as Saudi Arabia and South Korea. * Provide background assistance, based on previous experience, to colleges, deans, and faculty for these kinds of initiatives. * Serve as Chair of the Confucius Institute and Senior Adviser to Hanban. * Actively participate in and contribute to the campus and national dialogue concerning the Confucius Institute. * Serve as a resource for grant proposals in international areas. * Be directly involved, when relevant, in CSU applications, such as for the APLU Institutional Award for International Research, Learning, and Engagement. * Remain involved with specific distinguished scholarships such as the Fulbright Program. 	<ul style="list-style-type: none"> • Defines and solves the most complex problems • Has authority to commit the University to a decision or outcome
Interaction/ Communication	<ul style="list-style-type: none"> * Determine best methods of communicating opportunities in the areas of international education and collaboration. * Determine the best universities and government agencies to collaborate with in advancing international education and collaborations. * Determine best methods of communication to involve others on campus in national dialogues on international education and to communicate CSU success in these areas. * Work closely with CSU campus leaders and Chinese university and government officials in leading the Qingdao project to establish a "joint college" between Qingdao and CSU. * Work closely with campus leaders and Chinese university officials on other strategic initiatives in China, especially ones that are already in place. 	<ul style="list-style-type: none"> • Communicates complex concepts to broad audiences • Viewed as expert by those within and outside occupational discipline
University Impact	<ul style="list-style-type: none"> * Assist the Provost/Executive Vice President in comprehensive internationalization and engagement efforts in a wide variety of areas. These will include specific China initiatives, targeted strategic projects, possible CSU tasks such as examining international rankings, continued connections to international associations and conferences, special international trips on behalf of CSU, continued leadership for the Confucius Institute, and other international projects as assigned. 	<ul style="list-style-type: none"> • Impact primarily at University-wide level • Influences others through subject-matter expertise
Typical Education	<ul style="list-style-type: none"> * Ph.D. * Evidence of budget and fiscal accountability * Minimum of 10 years of professional experience in a complex work environment. * Minimum of 5 years of senior level management experience in an area related to international education. 	<ul style="list-style-type: none"> • Bachelor's degree or advanced degree