**Indiana University**

**Associate Vice President for International Partnerships**

Job Summary: Indiana University’s institutional linkages with universities around the world have formalized collaborative efforts to promote faculty and graduate student exchange for research and teaching and have provided opportunities for study abroad for IU students. The management of IU’s institutional linkages, which is part of the Office of the Vice President for International Affairs, is of growing significance as goals for increasing our overseas strategic partnerships are an important part of the IU international strategic plan. The position of Associate Vice President for International Partnerships is responsible for managing IU’s exchange agreement process with partner universities abroad. This includes being responsible for the approval of new exchange agreements, monitoring the effectiveness of current exchanges, and identifying universities, across the world, that can become new university strategic institutional partners with IU. The position also oversees those exchange relationships directly managed by the Vice President’s Office and works with the President and Vice President in arranging special meetings with foreign university officials concerning arrangements for current and future international strategic partnerships. Advises university-wide schools concerning the expansion of international activities; serves as liaison to schools to implement new projects recommended to the President by potential donors. Prepares detailed country studies for the President and summary reports of the President's discussions abroad. The position also serves as special liaison to the IU Alumni Association and the IU Foundation in planning the President's participation in international activities related to alumni and development.

REQUIRED: Master’s degree in an internationally related field. Ten years of university administrative experience required, as well as experience in working in an international context. Overseas experience also required. Foreign language skills, preferably in the strategic priority areas of Asia.

**Associate Director for International Partnerships**

Job Summary: Supports the Associate Vice President for International Partnerships with the approval and monitoring of new and existing affiliations, expansion of key university partnerships, development and administration of graduate student and faculty exchanges, and special projects with selected strategic countries. Compiles reports of international activities for all IU campuses; formulates guidelines for agreements with international partners; and maintains online registry of international affiliations. Conducts research on countries of strategic interest to the university using web-based resources and communication with faculty. Assists with scheduling complex domestic and international travel logistics for visits of IU administrators and hosting of delegations from partner institutions. Represents Associate Vice President at meetings and events when needed.

REQUIRED: Master’s degree in a field with an international focus and two years of experience in a communication, outreach, or student development position at a university, international NGO, or equivalent. Must have study abroad or international work experience and a driver's license. Excellent written and oral communication skills needed, as position requires close communication with foreign partner institutions. Knowledge of a foreign language, with preference for a non-Western European language.