UNIVERSITY OF SOUTHERN CALIFORNIA

Chief of International Business Development

Job Code: 134035

OT Eligible: No
Comp Approval: 8/1/2017

JOB SUMMARY:
This position is responsible for the development and implementation of strategic plans for the internationalization of a school or division. The Chief of International Business Development develops business plans to support international student access to university programs, both local and remote, develops and maintains international relationships with foreign entities, and provides logistical and cultural support for international programs. This position will travel internationally to develop relationships and programs, direct appropriate market research, and train and mentor field staff to identify new opportunities and trends. The Chief of International Business Development will promote and encourage a culture of compliance and ethics, maintain awareness and knowledge of current changes which affect operations and directly or indirectly manages an assigned staff.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Works with the Dean, faculty, and administration, as applicable, in the development of strategic plans for internationalization of the assigned school or division. Includes target countries and/or student populations that represent the most reasonable opportunities as conditioned by economic, political, and social factors along with pre-existing relationships.

Develops business plans to support international student access to the school or division either through international students attending the university in Los Angeles or through a combination of in-country and on-line distance educational cores that meet the university's branding requirements.

Maintains existing international relationships with foreign institutions, companies, governments, and friends of the university, while also developing new relationships to further the strategic plan.

Travels internationally to specific countries to develop relationships and programs meeting the objectives of the international program. Includes marketing, sensitive inter-cultural relationships, securing of significant financial assets, and the development of negotiated pro forma contracts suitable for the school or division and meeting the university's standards and legal review.

Provides extensive logistical and cultural support requirements for programs in which the university may provide educational services with related university personnel including the engagement of necessary technical requirements.

Directly or indirectly manages program and administrative staff, usually through subordinate managers and supervisors. Recruits, screens, hires, and trains staff, as necessary. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives. Recommends, approves and monitors professional training and development opportunities for staff.
Directs appropriate market research to evaluate customer needs, tracking market
trends and marketplace opportunities. Plans and executes customer-focused
marketing strategies to promote the School of Pharmacy and attract quality
international candidates for its programs.

Trains and mentors field staff and external partners to identify new opportunities,
gather intelligence, develop highly competitive proposals, and represent the school
or division to donor and partner organizations in the US and abroad.

Promotes and encourages a culture of compliance and ethics throughout the
organization. Maintains a clear understanding of the university’s compliance and
ethics standards and adheres to those standards. Conducts work with the highest
level of integrity. Communicates these values to staff and to partners and requires
them to adhere to these values.

Maintains awareness and knowledge of current changes within legal, regulatory,
and technology environments which may affect operations. Ensures senior
management and staff are informed of any changes and updates in a timely
manner. Establishes and maintains appropriate network of professional contacts.
Maintains membership in appropriate professional organizations and publications.
Attends meetings, seminars and conferences and maintains continuity of any
required or desirable certifications, if applicable.

Develops and implements security related procedures such as office opening and
closing routines, recognition of duress signals and key controls. Coordinates
security activities with Department of Public Safety. Promotes and maintains
standards for security conscious awareness and behavior. Maintains knowledge of
University’s crime prevention and suppression programs and services. Ensures
dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves
the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of
each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: □ No
☐ Yes  In the event of an emergency, the employee holding this position is required to
"report to duty" in accordance with the university’s Emergency Operations Plan
and/or the employee’s department’s emergency response and/or recovery
plans. Familiarity with those plans and regular training to implement those
plans is required. During or immediately following an emergency, the employee
will be notified to assist in the emergency response efforts, and mobilize other
staff members if needed.

**JOB QUALIFICATIONS:**

Minimum Education:

Master’s degree
Combined experience/education as substitute for minimum education

Minimum Experience:

15 years or more

Minimum Field of Expertise:

Experience with creating new partnerships and securing contracts for academic
programming and student recruitment. Knowledge of US and foreign government sponsored student and faculty programs.

Preferred Education:

Master's degree

Preferred Field of Expertise:

Master's Degree in Business Administration

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Conceptualization and design
- Consulting
- Creative writing and editing
- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Marketing
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public relations
- Public speaking/presentations
- Research
- Scheduling
- Staff development
- Statistical analysis
- Teaching/training

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

Manages through multiple layers of subordinate supervisors.

Supervises: Nature of Work:
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer