

## Center for International Education

### Associate Vice Provost and Director of the Center for International Education

The University of Tennessee invites applications and nominations for the position of Associate Vice Provost and Director of the Center for International Education (CIE). This senior level administrative position will promote the internationalization of the university at all levels. This includes collaborating in the implementation of the "Ready for the World" initiative, the University's ambitious plan to promote international and intercultural knowledge. The position will:

- Provide leadership as director for the four units of the Center for International Education (CIE): Programs Abroad, International Student Services, International Scholar Services, and The International House, including continued expansion of study abroad, fostering international scholarship and providing other global opportunities for the university community.
- Provide vision and leadership in all areas of international education
- Foster international awareness among faculty, staff and students
- Advance international dimensions in research, curriculum and instruction
- Promote collaboration among units to enhance international education
- Build regional, national and global partnerships to advance international education at the University
- Enhance the financial resource base for international education.

**Required qualifications:** Master's degree in a field related to international education; minimum 5 years of progressively responsible administrative experience in international education; successful record in program administration, program development, fiscal management, and supervisory experience; knowledge of federal and state regulations relevant to international students and scholars; a clear understanding of current issues and best practices in international education.

**Preferred qualifications:** Doctoral degree in a field related to international education; prior leadership of an international education office at a research-intensive university or college; international development experience; experience working and/or living abroad; proficiency in at least one foreign language.

#### Duties:

- Oversight of International House, international students, international scholars, PR's and H's, Programs Abroad, and CIE administration
- Oversight of the CIE budget (approximately \$890,000 distributed among 25 accounts for FY 2007) including full authority to commit, maintain and audit the funds
- Develop, promote and draft international agreements for the University

- Supervise and manage 18 staff members, and indirect oversight of 6 graduate and approximately 12 undergraduate assistants
- Provide oversight for the administration of international scholarships (Fulbright, Rhodes, Marshall, McClure, TASA, etc.)
- Liaison between CIE and other campus units, including advising, deans, provost, academic departments, finance and legal
- Develop and provide oversight for international speakers' programs
- Representing the University in national organizations including NAFSA, ISEP, and IIE
- Community and educational outreach to international visitors to the area.

Applications should be sent to the address given below. Applications should include: (1) a letter of interest addressing the qualifications, (2) a resume, and (3) the names and contact information (addresses, phone numbers, e-mail addresses) of three to five references.

Dr. Andrew Kramer, Chair  
Office of the Provost  
The University of Tennessee  
527 Andy Holt Tower  
Knoxville, TN 37996-0152  
(865) 974-4408  
e-mail: [akramer@utk.edu](mailto:akramer@utk.edu)

The position will be open until filled, but to be assured of full consideration, all materials should be received by March 9, 2007.

***The University welcomes and honors people of all races, genders, creeds, cultures, and sexual orientations, and values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity.***

***The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.***