



*Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.*

<b>Job Title:</b>	<b>Manager, International Learning Administration</b>
<b>Position Status:</b>	Permanent, Full-time Non-Union
<b>Department:</b>	International Affairs
<b>Supervision Received:</b>	Director, International Affairs
<b>Supervision Exercised:</b>	Coordinator(s), Global Engagement and Mobility Student Assistants
<b>Location:</b>	Sault Ste. Marie or Brampton, ON
<b># of Positions:</b>	1

**PRIMARY FUNCTIONS:**

A.	Leadership for International Mobility Programs	40%
B.	Project Management	35%
C.	Leadership for International-related Events and Delegations	15%
C.	Other Duties	10%
<b>TOTAL</b>		<b>100%</b>

Reporting to the Director, International Affairs, this role will work collaboratively with the International Affairs Team, faculty, and administration to facilitate connections to a diverse network of international partners around the globe while establishing a strong and positive connection to Algoma University. The Manager, International Learning will provide general overall leadership for planning, development, and management of mutually beneficial international mobility programs, including study abroad and short term international learning.



The Manager, International Learning will focus on projects that enhance Algoma University's international profile, international linkages, and international engagement through sustainable activities linked to the Strategic and Academic Plans. The Manager, International Learning is responsible for leading and coordinating logistical support for incoming and outgoing delegations, international leadership missions, and has an understanding of protocols, diplomacy, and cross-cultural communication.

#### RESPONSIBILITIES:

##### **A. Leadership for International Mobility Programs (40%)**

- Create opportunities with program areas for international learning opportunities, including but not limited to, short-term faculty-led courses taught abroad, semester exchanges, joint programming, faculty and staff teaching and research exchange, and cultural exchange programs.
- Work with the International Affairs team, campus stakeholders, academic units, and external partners to develop and maintain global partnerships that are mutually beneficial, contribute to the international profile of the university, and that help students achieve their learning goals.
- Assist in the creation of internal policies and processes that facilitate learning abroad and ensure safety of participants and mitigates risk.
- Track activity with international partners to inform strategy and future planning and mobility activities.
- Develop and prepare information on partnerships and linkages with key countries and regions in order to prepare briefings, materials, and plans for internal and external audiences.
- Liaise with departments across the university to obtain and share data and reports while exercising collaborative approaches as well as interpersonal sensitivity and diplomacy.
- Research, analyze, and monitor developments in international education as it relates to higher education, strategic partners, and countries. This includes research related to policy developments, internationalization, student mobility, and funding opportunities.
- Lead the evaluation and/or development of key aspects of mobility programs, including pre-departure and leader training.
- Respond to requests for information from outside the university, in consultation with the Director, International Affairs and the Associate Vice-President, Recruitment and International.
- Analyze expressions of interest from potential partners, in coordination with the Director, International Affairs.



- Collaborate with internal and external stakeholders to highlight and promote the university's global partnerships and activities. This includes drafting press releases, updating/creating websites, and creating social media campaigns in collaboration with the Marketing and Communications Department.
- Represent the university on various committees and organizations as assigned by the Director, International Affairs.

**B. Project Management (35%)**

- Plan and implement special projects on a wide range of topics that are of strategic importance to Algoma University's global engagement efforts. The type of projects include student and faculty experiences, summer programs, twinning pathways, mobility projects, and others.
- Conduct and coordinate research projects, often in collaboration with International Affairs staff and faculty.
- Support emerging international priorities, new initiatives, and special projects aligned with the university's internationalization efforts and operationalizes initiatives to ensure Algoma delivers on project outcomes.
- Support the Director, International Affairs on numerous strategic files, forums, and consortia whether on campus or abroad.
- Collaborate on supporting internationalization of the curriculum, cross-cultural training, flexible pedagogy and learning support to ensure positive outcomes for learners and participants..
- Establish, monitor, and report on project objectives and metrics.

**C. Leadership for International-related Events and Delegations (15%)**

- Develop in consultation with the President's Office, International Affairs, Academic Units, and university leadership, plans for visiting delegations, international guests, and outgoing missions including detailed background research and leadership for logistical support.
- In collaboration with the Director of International Affairs, liaise with the Offices of Research and Academic Leadership to ensure consistency of planning and communication around research-related aspects of incoming and outgoing delegations..
- In collaboration, launch, operationalize, and initiate events to foster continued relationship building with international partners, with a focus on positive outcomes for global engagement, student experience, recruitment, and revenue generation.

**D. Other Duties (10%)**

- Other duties as assigned.



WORKING CONDITIONS:

**Physical Effort**

*Moderate*

- Sustained periods of sitting and keyboarding
- Regular need to move boxes/inventory, and physically set up for displays and events
- Frequent periods of sitting associated with international travel

**Physical Environment**

*Moderate*

- Some exposure to unpleasant/disagreeable conditions related to frequent international travel and interaction with members of the public

**Sensory Attention**

*Moderate*

- Frequent disruptions in situations that may require immediate attention
- Frequent need to back-track to resume activities
- High need for precise work

**Mental Stress**

*Considerable*

- Frequent travel including local, provincial, national and international
- Requires sensitivity to cross-cultural communication with situations that require sensitivity and tact
- Regular disruption of personal life because of work schedules, the need to travel, and working across time zones
- Frequent exposure to mental pressures related to achievement of project outcomes (meeting targets and deadlines, dealing with key stakeholders who may be uncooperative or demanding)



## MINIMUM QUALIFICATIONS

- Undergraduate degree in any field, and a minimum of five (5) years experience working in an international education context, or an equivalent combination of education and experience, is required.
- Experience working with faculty on program development.
- Experience building and maintaining strong partnerships with international institutions and community-based organizations.
- Experience with short-term programs/projects/summer program planning and implementation.
- Experience working across cultures and with diverse individuals, and in recognizing and respecting diversity of experiences in order to engage collaboratively and productively with others.
- Understanding of high-level issues and strategy and the ability to relate well and maintain trust with others.
- Ability to see opportunity and take an entrepreneurial approach to new partnership and project opportunities.
- Work in a time sensitive, deadline driven environment with an elevated attention to detail within a culturally diverse environment and working knowledge of education systems overseas.
- Ability to speak multiple languages is considered an asset.
- Proven strategic, analytical thinking, planning, and time management abilities..
- Excellent communication skills to engage individuals and teams inside and outside the University.
- Strong initiative, resourcefulness, problem solving skills and a demonstrated capacity for exercising sound judgment.
- Ability to handle ambiguity and adapt quickly to change.
- Detail-oriented with an ability to function and process information with high levels of accuracy while employing best practices in confidentiality standards.
- Self-directed, and comfortable exercising discretion and independent judgment in a fast-paced environment.
- Excellent use of technology for collaboration.
- Willingness and ability to travel frequently internationally; must have a valid passport in respect of all Visa requirements.

**Salary Scale:     \$89,622 to \$112,028 annually**



**Please submit a resume and cover letter (combined PDF) to  
[talent.acquisition@algonau.ca](mailto:talent.acquisition@algonau.ca) no later than 4:00 p.m. on May 15, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.