



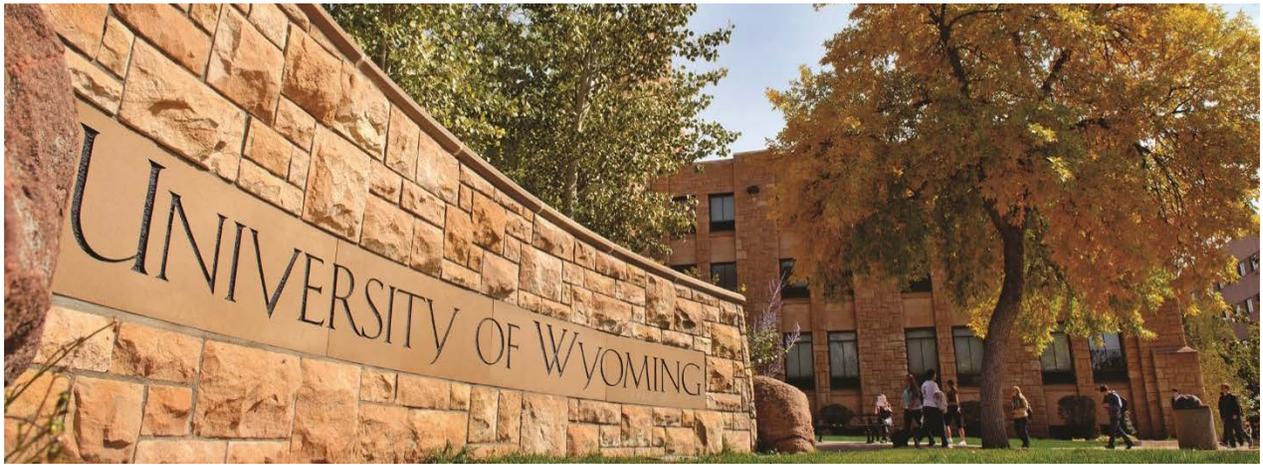
UNIVERSITY  
OF WYOMING



## POSITION PROFILE

**Associate Vice Provost - Global Engagement Office**  
**University of Wyoming**  
**September 2017**

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## THE INSTITUTION

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Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized major teaching and research institution, **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to offer 200 areas of study, drawing 13,500 students from all 50 states and 90 countries. It is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law and the School of Energy Resources.

Throughout its existence, UW has been the only four year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the School of Energy Resources and the NCAR-Wyoming Supercomputing Center. UW has played important roles in the lives of students, Wyoming residents and communities for 131 years. You can see why UW is setting the gold standard!

- UW was ranked among the nation's top colleges and universities by *US News & World Report*, *Forbes*, and *Princeton Review* in 2010.
- UW has the largest single scholarship endowment for study abroad support in the U.S.
- UW's Honors Program has been named as one of the best among public universities.
- *Outside Magazine* has recognized UW as one of the top "adventure colleges."

To learn more: <http://www.uwyo.edu>

**Location:** Located in Laramie, Wyoming, a town of more than 30,800 and a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities. Laramie is a



great place to live and work as it boasts a low cost of living, low property taxes and no personal state income tax. The area offers incredible outdoor recreational opportunities, an eclectic downtown area and a great public school system.

## THE OPPORTUNITY

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After months of strategic planning efforts, the University of Wyoming has determined that a new approach to global engagement, including international experiences for its students and recruiting and retention of international students, is needed. As a result, the University has reorganized functional responsibility for global affairs and seeks an innovative, energetic leader to build and lead its efforts. Reporting to the Provost, the newly-created position, **Associate Vice Provost for the Global Engagement Office (AVP-GEO)**, will establish the Global Engagement Office at the University and provide leadership for the University to be a leader in global education. The Associate Vice Provost will serve as a strong leader and innovator who can motivate diverse stakeholders across the institution in achieving its global education objectives. This position will provide leadership and coordination in building a new organization that is consistent with the goals, mission, and resources of the University.

### Essential Responsibilities:

- Lead global initiatives at the university-wide level to ensure that UW meets its strategic mission related to internationalization and global engagement.
- Lead the teams in the International Students and Scholars Office, the UW Study Abroad Office, the English Language Center, and the UW International Academic English Program.
- Lead the University's efforts in global and internationalization strategic planning, visioning, and implementation.
- Provide strategic direction and active stewardship in fund-raising and external relations.
- Lead the University's international relations, and acting as lead liaison with colleges, schools, departments, corporate, federal, and state partners on global and international initiatives.
- Lead the charge to internationalize the curriculum.
- Provide strategic leadership and relationship-building to enhance international opportunities for faculty, students, staff, including study, research, and internships abroad as well as global engagement opportunities in Wyoming and across the United States.
- With the AVP for Enrollment Management, identify trends in and support for international student undergraduate and graduate student recruiting, retention, and success (including college-prep English Language).
- Act as the liaison with Risk Management and International Travel Review Committee for Strategic Global Risk Management.
- Identify and enhance global engagement opportunities for UW.

### Required Qualifications:

- PhD preferred (equivalent related experience or other doctoral degree will be considered).
- Ten or more years of significant related experience and progressive leadership responsibilities in an international office, global education function, or related field.
- Experience in academic management in a higher education setting.
- Budgetary and fiscal management experience.
- Significant experience supervising and collaborating with faculty and professional staff.
- Strong cultural diplomacy and literacy.
- Strong interpersonal skills, collegiality, and the ability to handle confidential information with exceptional judgment and discretion.
- Ability to travel approximately 15%, mainly for global partnership development and fundraising.

### Additional Preferred Qualifications:

- Fundraising and stewardship experience (or interest in).
- Ability to support staff and faculty to promote cultural change and foster an environment of continuous improvement.
- Knowledge or experience in student recruitment, effective marketing strategies, faculty engagement, research and learning abroad.
- Strong analytical, quantitative, and problem solving skills.
- Ability to address conflicting demands, to prioritize, and to make data-based decisions.
- Ability to be forward thinking, anticipating and effectively responding to all matters influencing enrollment.
- Ability to motivate staff and foster collaboration across diverse groups of constituents.
- Ability to provide a foundation for successful, high-integrity relationships.
- External partnerships that support international relations.
- Pedagogy, curricular mapping, and working with educational systems abroad.

### Why Consider the Opportunity?

- **Resources.** UW is a well-resourced institution with state of the art facilities and a beautiful, well-maintained campus.
- **Influence.** This role has a high degree of autonomy and impact. UW embraces global engagement and encourages and supports students, faculty, and staff involvement in global education. Wyoming itself has a strong tradition of global engagement through a significant international trade portfolio. Enthusiastic partners across the state and campus will be easy to find. UW currently has \$10M in endowments that support student international experiences.
- **Environment.** Warm, collegial, supportive people and work environment.
- **Leadership.** Dr. Laurie Nichols joined UW as President in May 2016. The university community is very excited about her vision for the institution. Dr. Kate Miller joined Dr. Nichols' team as Provost and Vice President for Academic Affairs in August 2016, and has brought an entrepreneurial approach to student success to the institution.
- **Compensation:** Highly competitive salary and solid benefits package including a retirement benefit that features a state contribution of 14.565% of an employee's gross salary.



## PROCEDURE FOR CANDIDACY

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The University of Wyoming, in consultation with Summit Search Solutions, will review application materials as they are received. While applications and nominations will be accepted until the position is filled, interested parties are encouraged to apply by **October 27th**.

To apply online, go to <http://highereddecisions.com/sss> and select this vacancy. Please submit a PDF version of your curriculum vitae and letter of interest upon application. All applications and nominations will be held in confidence.

### For nominations or further information:

#### Stephanie Fowler

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[Summit Search Solutions, Inc.](#) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including California, New York, Florida and North Carolina. Summit brings precision, process, and passion to its work.

*The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).*

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran's death, who is receiving federal survivor benefits based on the veteran's military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

*The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.*

*Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.*



## LARAMIE, WYOMING

Living in Laramie, WY can be like being on a year-round vacation - whether you're looking for great food, historic walking tours or outdoor adventure. The name "Laramie, Wyoming" conjures up visions of the Old West like few others can, with cattle drives, a historic downtown, prairie and mountain vistas, rodeos, guest ranches and more. Laramie is filled with hospitality, entertainment and excitement while providing a neighborly atmosphere and warm small town feel with a multitude of amenities and entertainment.

### *Interesting Facts:*

- Also known as the "Gem City of the Plains", Laramie is located in the Southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado and is the county seat of Albany County.
- Laramie sits at 7,200 feet above sea level in the plains surrounded by the Medicine Bow National Forest, Vedauwoo, and the Snowy Mountain Range.
- Laramie has a 6% sales tax, but does not have corporate state income tax, personal state income tax, state inheritance tax, or manufacturing tax or equipment sales tax. It also has low property tax, worker's compensation rates, and operating costs.
- The unemployment rate in Laramie is 2.50 % (U.S. avg. is 6.30%).
- Laramie offers a variety of outdoor adventures with over 250 days of sunshine.
- The quality of life and amenities Laramie has to offer brings several types of industries to Laramie including cattle ranches, technology companies, and academia.



Less than 20 minutes East of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wild-life, dramatic alpine scenes and jumbled rock formations. And with over a hundred mountain biking trails, the area around Laramie is a paradise for exploration on two wheels. If you prefer the solitude of an alpine lake, or a simple walk close to town, the hiking trails around Laramie offer something for everyone. Families will find fun and exploration close to town, while backpackers can spend a week in the high country of the Medicine Bow Mountains. And in the winter, as a snow enthusiast, you can escape the crowds by exploring the forested glens and rolling meadows of the Snowy Range from the back of a snowmobile or downhill skiing. Laramie is Wyoming's favorite playground!

### *For more information on Laramie, WY please visit:*

- Visit Laramie, <http://visitolaramie.org/>
- Laramie Chamber Business Alliance, <http://laramie.org/>
- Live the West in Laramie, WY, <https://youtu.be/g48PeRSjBuY>