



## Chief of International Business Development Job Description

### JOB INFORMATION

<i>Job Code:</i>	134035
<i>Job Title:</i>	Chief of International Business Development
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Business Development
<i>Job Family Group:</i>	Development and Fundraising
<i>Management Level:</i>	4 Administrator

### 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 QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		
	X	Master's degree		Or
	X	Master's degree	Business Administration	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		15+ years		

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

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

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.