

## **Director of the international Office**

### **Context**

The University of Louvain, UCLouvain, was founded in 1425 and is amongst the top 5 French-speaking comprehensive universities in the world. It hosts more than 30000 students and 6000 staff members spread across 7 locations in Brussels and Wallonia. UCLouvain is a research-intensive university known also for its drive for quality and innovation in teaching.

UCLouvain has a long tradition of international outlook. Through international mobility schemes, international recruitments and internationalization@home activities, UCLouvain thrives to provide intercultural experiences for their students and staff. Around 20% of the student body is international, originating from more than 120 countries. One in four graduates has accomplished part of their degree abroad. All newly appointed professors have significant international experience.

UCLouvain has an extensive number of partnerships with universities across all continents. It has a long history of working with universities in Africa and South America and has its own NGO, Louvain Cooperation, to foster transfer of knowledge in the service of development. UCLouvain is also actively involved in university networks. For example, it currently holds the presidency of the Guild of European Research Intensive Universities, and it formed an alliance in the context of the European Universities initiative with the University of Oslo, Aarhus University, University of Paris Diderot, University of Lisbon, King's College London and Humboldt University of Berlin.

### **Mission**

Internationalization is carried out collectively at UCLouvain with the participation of all central administration services, the 14 faculties and the 21 research institutes. In this landscape, the International Office is in constant interactions with other entities and plays a key role in shaping and implementing international policies as well as coordinating international actions. The International Office is currently composed of 15 persons and its specific missions include support to staff members for the submission and management of grant proposals (Erasmus+ and other internationalization funds), monitoring at the institutional level of the university's internationalization process, coordination of mobility programs, support for the welcoming and integration of international students, monitoring and prospection of international partnerships, preparation and follow-up of incoming and outgoing institutional visits, coordination of actions towards refugee students and scholars at risk, and liaising with university associations and funding bodies.

The Director of administration will manage the International Office, under the authority of the Director General, and will work in close collaboration with the Pro-rector in charge of international affairs. He or she will participate in the elaboration of international affairs policies and in the implementation of these policies.

As part of his or her activities and, with the support of the international office, the Director of the International Office will

- Advise the authorities on matters related to international affairs and implement international policies:
  - He or she will participate in the elaboration of international affairs policies in line with the strategic orientations of UCLouvain and in close cooperation with the Pro-rector in charge of international affairs;
  - He or she will propose action plans aligned with the international affairs policies and will ensure that the implementation of policies follows the action plans;
  - He or she will participate, in collaboration with the strategic analysis department, in the development of internationalization indicators, monitor and analyze these indicators, present the results in order to improve the policies and their implementation with the relevant stakeholders;
  - He or she will advise the authorities on matters related to international affairs, providing analyses that help decision-making;
  - He or she will take the role of secretary of the university's council for international action and in this capacity will prepare, in consultation with the President of the council, the points to be examined by the council and will ensure the follow up of actions decided by the council;
  - He or she will chair or participate actively in other university's committees ensuring dissemination and coordination of international affairs policies at all levels of the institution as well as coordination with other institutional policies;
  - He or she will monitor the latest conceptual frameworks of internationalization, organize consultations and prospective reflections, adapt accordingly UCLouvain's policies and action plans and, impulse new projects in collaboration with the authorities and other international stakeholders.
  
- Manage the International Office:
  - He or she will manage the International Office, taking care to continuously adapt the processes in order to make them the most efficient and aligned with strategic orientations of UCLouvain;
  - He or she will organize and adapt the International Office's missions in the context of the ever changing demands of internationalization processes and the institution's continuous development, in collaboration with the members of the International Office;
  - He or she will manage the team in accordance with the university's personnel policies;
  - He or she will foster a climate conducive to efficient collaborations within the International Office and to efficient collaborations of the International Office with other university entities;
  - He or she will provide to team members opportunities for appropriate training and exchanges of practices with other universities;
  - He or she will manage the budget allocated to the International Office (analyzing, controlling its execution and reporting);
  - He or she will organize and coordinate the specific actions of the International Office.

- Interact efficiently with other entities within UCLouvain:
  - He or she will contribute with other central administrative entities to the development or modification of internationalization tools that are adapted to the demands of Faculties and Research institutes and to the needs of the international audience;
  - He or she will listen to and advise decentralized international offices and other actors of internationalization to ensure efficient disseminations of most updated trends in internationalization and the development of adapted and tailored international actions across all levels of the institution;
  - He or she will facilitate exchanges of best practice across the university to create an environment that empowers the community to participate efficiently in the internationalization process.
  
- Interact with various external stakeholders to closely monitor and detect new opportunities or constraints in terms of international affairs:
  - He or she will actively participate in meetings (including abroad) to represent and defend the views of UCLouvain towards various stakeholders from the French-speaking community of Belgium, the Walloon region, the Federal government or European and other international associations or institutions that have an impact on the internationalization of Higher Education;
  - He or she will take an active role in prospecting for new internationalizing opportunities, preparing and following up international visits, negotiating and managing institutional strategic partnerships in full accordance with the institution's strategic orientations;
  - He or she will continuously monitor developments in Research and Teaching at UCLouvain to play an efficient role of liaison between internal and external stakeholders and to actively participate in the promotion of UCLouvain;
  - He or she will facilitate exchanges of best practice with foreign universities, and will listen to and follow the needs of international audiences, with a view to continuously improve management of international affairs within UCLouvain.
  
- Contribute to the development of efficient internal processes in terms of internationalization:
  - He or she will continuously monitor the internal internationalization processes across all levels of the institution in light of the changing demands of the internationalization of Higher Education and the institutional developments;
  - He or she will identify, analyze and report problems in the internationalization processes, including problems raised by other stakeholders;
  - He or she will propose solutions to make the internationalization processes more efficient in concertation with the Prorector in charge of international affairs, the General Administrator and other relevant stakeholders;
  - He or she will guarantee the quality of the processes managed by the International Office and the services provided by the International Office;

- He or she will continuously monitor, improve and develop, in concertation with the relevant stakeholders, tools used in international affairs, such as promotion and exchange of practices tools (e.g., website, seminars, promotional materials, databases of international activities) and, internationalization funding schemes managed by the International Office.

## **Qualification**

At least Master level or equivalent

## **Profile, skills and qualities**

- Experience
  - At least 5 years of experience in team management and international affairs
  - Demonstrated experience abroad, in an international context, preferably in higher education
- Knowledge of
  - Team management
  - Internationalization of Higher Education frameworks (current trends) and tools (joint degrees, partnership agreements, etc.)
  - European funding schemes (Erasmus+, Horizon2020-Horizon Europe)
  - Models of higher education across the world, including in Belgium
- Language
  - Demonstrated French and English at level C1 (Common European Framework of Reference for Languages) for written and oral communication
  - Additional languages are an asset
- Skills
  - Capacity to deal with complex issues, consider UCLouvain constraints and regulations, understand demands from various stakeholders, and propose innovative and realistic solutions, adopting a problem-solving orientation
  - Capacity to conduct long term complex projects, using relevant project management tools
  - Excellent leadership skills, ability to manage and dynamize a team, ability to delegate
  - Ability to federate people around innovative projects
  - Ability to easily adapt in a changing environment
  - Excellent planning, analytical and synthesizing skills
  - Excellent communication and negotiation skills
  - Tact, diplomacy and empathy
  - Ability to work efficiently in a collaborative context
  - Ability to manage a budget
  - IT skills for efficient use of office software and for data analysis and management

**Other information**

- The mission includes frequent travels abroad
- The International Office is located in Louvain-La-Neuve but the mission includes frequent meetings on other university sites in Brussels and Wallonia as well as meetings in different parts of Belgium with external stakeholders
- The mission includes occasional meetings in the evenings or weekends.

**Start of function**

The Director will ideally take up his or her position in September 2019.