



# Global System Gateway Executive Director Job Description

## POSITION OVERVIEW

**Title:** Global System Gateway Executive Director

**Location:** Bloomsbury, London

**Contract:** Full-time; permanent

**Remuneration:** £75,000 - £90,000, depending on experience

**Start date:** By no later than May 2019

**Closing date for applications:** 20<sup>th</sup> January 2019

**Reports to:** NCH @ Northeastern

The Global System Gateway Executive Director is responsible for the delivery and development of Northeastern University's Programmes delivered in Europe, with a primary focus on London with an intention to broaden the gateway opportunity for the future.

The Global System Gateway Executive Director is the senior permanent administrator responsible for overseeing the day-to-day operations of the gateway and implementing the academic and experiential strategic plan in London. The position will report to the Vice President/Vice Provost of Digital Learning and Mobility Strategies at Northeastern University and the senior team at New College of the Humanities.

## DUTIES AND RESPONSIBILITIES

The Executive Director is responsible for managing all the operational aspects of Northeastern's Programmes in Europe which include the delivery of all existing Northeastern's programmes in Europe and the development of existing and of new programmes and site(s) in London.

This will include the hiring and management of all relevant academic and administrative members of staff in London for the Northeastern programmes, and the academic and pastoral care of the Northeastern students studying in Europe.



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Build a strong network at Northeastern to ensure compliance with relevant Northeastern regulations, including but not limited to Title IX, course grading and health and safety regulations, as well as compliance with local laws, including but not limited to immigration.

Be part of the strategic development of Northeastern's programmes in Europe in conjunction with NCH and Northeastern senior leaders.

Lead a team in London and work with local partners at sites located around Europe delivering a high quality academic and experiential opportunity for Northeastern students.

The ideal candidate will be a visionary leader, an energetic thinker and executor, a solutions-oriented professional, with outstanding leadership and management skills. Will bring strong financial, operational and partnership development skills and will possess knowledge of trends and best practices and have significant international education and global mobility experience. Candidates must be able to think big, work collaboratively, galvanize and motivate teams, and have a sense of humour while meeting aggressive goals.

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### **Programme & Operational Leadership**

- Collaborate with university leadership to shape the strategic direction for a global matrix of international opportunity programmes such as NUin, NU Path, NU Bound, Semester In, etc.
- Strengthen current activities and identify future opportunities for global opportunities in Europe and other markets. Collaborate and consult with colleagues, external partners, stakeholders, and the Academic Colleges
- Identify and facilitate opportunities for research, experiential PhDs, employer engagements and other new educational opportunities
- Operational and administrative (academic and pastoral) ownership for Northeastern programmes in Europe with a particular focus on London
- Provide day-to-day operational oversight for programmes, activities, and site staff and faculty
- In collaboration with Northeastern and NCH leadership, lead the development and expansion of the Northeastern programmes in Europe with a particular focus on London
- Build strong relationships with NCH and Northeastern to ensure successful delivery of the role's objectives
- Vet and assess potential European partnerships for the Northeastern programmes
- Develop and maintain relationships with existing partners, assess their quality and performance
- Participate in Northeastern's academic planning meetings
- Participate in the annual review of the elements of each Northeastern programme in Europe which includes academics, financial, operational, staffing, etc.
- Integrating with Student Affairs leadership and staff to ensure health, safety and general welfare of students is a priority; liaise with appropriate internal and external partners such as We Care, UHCS, International Safety Office and others to provide seamless care to students
- Ensure that staff develop meaningful programming and co-curricular and extra-curricular activities for students
- Administer and ensure compliance with Northeastern policies and procedures as required
- Administer and ensure compliance with local laws and regulations as required
- Work with the HR and Operations Manager in the recruitment of staff from the point of initialisation of job role through to appointment and induction

### **Academic Leadership**

- Work with the College Deans, evaluates and develops curricula and programming to maintain high quality academic standards for all programmes
- Develop and supports meaningful co-curricular and extra-curricular activities (e.g. trips, seminars, service learning, cultural and social events)



- Work with NCH Heads of Faculty to coordinate the NCH Faculty teaching of Northeastern programmes
- Plan and allocates teaching resources and manages the allocation of sessional/adjunct budgets and other contracts for the following academic year
- Provide and maintain adequate resources, both physical and online, for the academic staff (in respect of both staff and students)
- Partner with Northeastern Deans and faculty to ensure academic curriculum is consistent and aligned with the expectations of colleges to which Northeastern students will either matriculate or where they are already matriculated in, and that all NUPath requirements are met
- Track the evaluation of all curriculum across all locations, ensure alignment with the Registrar on transfer credit and course coding
- Evaluate the student learning outcomes through qualitative and quantitative assessments in conjunction with the relevant Northeastern staff

#### **Staff Leadership and Management**

- Provide ongoing management and coaching to direct reports and help facilitate their success and development
- Establish performance metrics and assess individual and team performance, as well as make ongoing adjustments to plans, structure, and personnel as needed
- Lead, engage and motivate employees
- Actively support a positive team culture
- Administer a process for performance management and development that provides measurable goals, clear expectations and solid direction to each team member
- Provide frequent feedback, recognition and coaching to ensure high performance, professional growth and development
- Plan for and support employees in career and professional development opportunities aligned with organization's needs
- Address unsatisfactory employee performance including developing, delivering and monitoring performance improvement plans
- Assist employees in navigating business processes and resolving issues.



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## QUALIFICATIONS AND EXPERIENCE

- A doctoral degree, strongly preferred, from an accredited institution and commensurate with a faculty appointment
- Preferred experience with leading study abroad programmes
- Preferred experience with the US Higher Education system
- Demonstrated substantial and progressive experience as a higher education (or adjacent) administrator
- Demonstrated skills in managing personnel, budgets, and instructional resources within an education environment
- Demonstrated comfort with ambiguity and in a fast paced, complex matrixed working environment and with a demonstrated ability to facilitate and implement change
- Excellent interpersonal skills and ability to relate to diverse constituencies
- Travel required

## RENUMERATION AND BENEFITS

The Executive Director position is a full-time contract position with remuneration and benefits that are commensurate with the candidate's experience. The Executive Director will be hired by the NCH in England and will not be an employee of Northeastern University.