



Now Accepting Applications for a Representative for Mexico and Latin America

The University of New Mexico (UNM), in Albuquerque, New Mexico, U.S.A., is currently accepting applications for an international education representative for its initiative in Mexico. Under the leadership of the Executive Director for Global Education Initiatives, Dr. Nicole Tami, the representative will be independently contracted to serve as the University's primary contact in Mexico, and will be responsible for the advancement of the University's international education initiatives throughout Mexico and extending into Latin America.

The representative will be responsible for the following scope of services:

- Serving as the liaison between the University and Mexican universities and government agencies, as well as other institutions and government agencies in Latin America.
- Assist in identifying and facilitating research and teaching partnership for UNM faculty and their Latin American counterparts. Advise faculty and departments on existing and/or new education abroad and other bi-lateral, customized short-term program opportunities in Mexico.
- Representing the University both in-person and virtually at various community and/or business meetings, committees, and task forces promoting existing and new programs and/or policies; exploring possible initiatives, partnerships, and funding opportunities. Create proposals and program budgets in collaboration with UNM partners.
- Collaborating on academic curricula (e.g. English as a second language or academic programs) and assisting in arranging articulation and service agreements with University schools, colleges, and departments.
- Advising and assisting the University in promoting and marketing the University across various media. Attending recruitment expos and fairs; interfacing with high schools to recruit students; and conducting electronic outreach and follow-up with prospective students via email, telephone, social media and in person, while logging communication transactions through the University database. Supervising official intern(s) who may assist with the above services.
- Provide guidance and advice for Mexican academics, educational professionals and/or officials who will be visiting UNM.
- Assisting with visits from the University to Mexico; expanding the alumni network in Mexico and updating the alumni database to communicate with and mobilize alumni of various University programs in Mexico; and collaborating with UNM partners in Mexico.
- General management of UNM activities in Mexico and its partner, the City of Albuquerque. Carrying out all necessary acts to maintain the representative office of the University in Mexico by attending regular and ad-hoc virtual meetings with university staff in Albuquerque.

- Preparing and delivering monthly financial and activities reports, submitted to the UNM SIO/Executive Director for Global Education Initiatives, Dr. Nicole Tami. Reports generally include a summary of accomplishments during the past month, a projection of work to be accomplished during the month the report is filed, and updates on long-range projects in progress and/or under development.
- Serving as the point-of-contact in communication with the University, including but not limited to promptly communicating with the University with respect to any urgent, emergent, or emergency situations that may arise, matters of institutional risk, and demands made by Mexican authorities, regulators, officials, and promptly delivering to the University copies of all communications received from such persons or offices. Serving as point-of-contact for logistics and emergency response for study abroad students in Mexico.
- Providing other tasks and services the University may request from time-to-time.

The representative must be available for periodic travel in the country of Mexico and Latin America and must be willing to provide services during non-standard business hours from time-to-time. All official business travel and permitted expenses affiliated with this scope of services will be covered by the University.

Preferred Qualifications

- A master's degree in international education, business administration or related field is preferred. Additional years of experience may be substituted for an advanced degree on a year-to-year basis.
- 3+ years of experience working in higher education administration and/or representation at the executive level.
- One or more years of experience in international recruitment, with an emphasis in driving success in a U.S.-based market.
- Creative thinker and problem solver
- Strong collaboration and outreach skills
- Knowledge about The University of New Mexico's academic programs and main campus highlights

Required Knowledge, Skills, and Abilities

- A bachelor's degree in international education, business administration or related field, is minimally required
- Fluency in English and Spanish (must demonstrate oral and written fluency).
- Strong understanding of the issues, trends, best practices, and opportunities in international education, within the U.S./Mexico context
- Prior experience with marketing, planning and management of international recruitment and/or higher education outreach
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse, transnational context
- Ability to gather data, investigate and analyze information while being able to draw conclusions and issue recommendations
- Ability to utilize basic business software and online database software, including entering and gathering data, investigating and analyzing information, and drawing conclusions and issuing recommendations

Term

- The term proposed for the successful representative's contract is 12 months from the date of hire, with possibility of annual renewal based on successful performance and available funds. Contracted appointment percentage will be based on activity level and programmatic need, and is negotiable at time of hire. The hourly salary is \$20 US dollars per hour. This contract position is not eligible for institutional benefits.

Services Payment

- The University will make payments to the successful representative on a monthly basis, with a monthly rate negotiated at the beginning of the contract and dependent upon educational qualifications and prior experience.

To Apply

- Interested applicants must submit (1) a resume or curriculum vitae and (2) a cover letter specifically highlighting relevant experience, preferred qualifications, and demonstrated knowledge, skills, and abilities outlined in this document. Applications should be submitted in **English**.

Applications can be submitted via email to: Dr. Nicole Tami at ntami@unm.edu. Applications will be accepted through **February 27, 2023** at midnight (Mountain Standard Time).