**College of Arts**

**School International Officer (SIO) Role Description**

The Internationalisation Strategy in the College of Arts is linked closely to the international plans for each of the College’s four Schools (Critical Studies, Culture & Creative Arts, Humanities, Modern Languages & Cultures). Each School has an International Officer.

**In relation to international development/growth School International Officers act as**

1. the International Lead within the School
2. the principal conduit for international development/growth information between the School & Subjects
3. the initial point of contact for the College International Dean and College International Committee

**Key Activities**

***Strategic***

1. Contribute to the University/College and School internationalisation strategy.
2. Attend two/three meetings per semester of the College International Committee allowing engagement with information of College and University Internationalisation plans. Attend other relevant meetings as appropriate.
3. Act as conduit between individual colleagues’ internationalisation plans and wider strategies and funding opportunities.
4. Work with School L&T, PG and Research conveners to plan delivery of key international objectives and achieve international growth within the School.
5. Contribute to the School Management Team meetings as appropriate and report on current activity and potential opportunities to their Schools.
6. Identify opportunities for international development and alert College International Dean.
7. Lead on maintaining a high quality international experience for all students and encourage staff and students to engage in international activity.

***Operational***

1. Act as the first point of contact for School colleagues in relation to the various possibilities of international activity (student mobility, teaching exchanges, international research collaboration, funding applications).
2. Partnership building & development – direct colleagues to sources of advice about the different forms of collaborations and funding and advise colleagues on the completion of relevant documentation.
3. Liaise with subject areas in order to gather information and document international activity within the School (student mobility, staff mobility, international research activity, funding applications) and regularly report on this activity both at School level and within the College International Committee.
4. Organise at least one meeting per semester with Subject study abroad and exchange convenors to identify areas of good practice and others which need further development, encourage international activity, collect information, and cascade College and University plans/information/initiatives down to Subject Areas.
5. Advise colleagues on internationalising a) the curriculum and b) the student experience for all students: home, EU and international students.
6. Be alert to, contribute to and support the activities of the College Student Mobility Officer/Deputy Dean Internationalisation and External Relations as appropriate.
7. Work with colleagues to take forward strategies for international PGT growth as appropriate.
8. Meet once a year to share best practice with other SIOs.

**Length of Role**

The SIO should normally serve 3 years. For capacity building, staff mobility and study leave purposes a School may have others take on the role during that period.

**Work Model**

Depending on the size of the School and the amount of activity the work load involved may vary. In some Schools the role is seen as equivalent to the School’s Convenors of L&T, PG and Research Committees. This needs to be reflected accordingly in the College’s Work Load Model.

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