

**NAFSA: Association of International Educators  
Volunteer Position Description**

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<b>Position:</b>	<b>Academy Coach</b>
<b>Committee/KC:</b>	<b>Academy for International Education</b>
<b>Term Dates:</b>	<b>July 15, 2017 – December 31, 2018</b>
<b>Updated:</b>	<b>March 2017</b>

***Short Description***

The Academy for International Education is a year-long professional development program designed to provide newcomers with an introduction to the field of international education and those more experienced with an opportunity to broaden their perspectives. Experienced international educators serve as coaches and guide the learning of a cohort of up to six Academy trainees.

***Functions and Responsibilities***

Academy coaches:

- Serve as Academy liaison to their regional team
- Facilitate the recruitment and selection of trainees
- Guide trainees in developing a personal learning plan
- Encourage trainees to refine and achieve their learning goals for the program
- Foster connections among trainees within the trainee cohort and Academy class
- Facilitate individual and cohort conference calls and other meetings as needed
- Respond to questions trainees have or direct them to resources or colleagues
- Advise trainees on workshop and session selection at NAFSA annual and fall regional conferences
- Provide feedback on trainees' Academy assignments
- Work with other coaches to deliver a workshop session during spring training
- Teach trainees how to navigate the virtual and actual world of NAFSA

***Time Commitment***

On average, 12 hours per month will be needed to complete ongoing work, which includes the following:

- August/September: coaches' orientation and training
- October-December: coordination of trainee marketing and recruitment through various outlets, including attendance at regional conference
- December: trainee application review and selection
- December-February: preparing for and participating in Academy Spring Training, including co-presenting one of the Academy's 5 workshops
- April/May: preparing for and participating in the Academy sessions at the Annual Conference.

- September-November: preparing for and facilitating the conclusion of the Academy experience with and for their cohort.
- Participating in eight virtual coaches' training sessions throughout the course of the year
- Ongoing: Individual and cohort coaching of trainees

<b>Date</b>	<b>Event</b>	<b>Location</b>
September 11-13, 2017	3-day Academy 15 Coach Training	Washington, D.C.
March 2018	Class 15 Spring Training	Atlanta, GA
May 27 – June 1, 2018	2018 Annual Conference	Philadelphia, PA
Fall 2018	Trainee recruitment (4-6 trainees) at regional conferences	Select Locations

***Term***

The position is for a 16-month term, renewable for multiple years at the discretion of the Regional Leadership.

***Rewards***

As coach, you will have the opportunity to enhance your leadership skills, build marketing and networking expertise, hone training delivery skills, share knowledge and expertise, support the professional growth of your trainee cohort, connect with coaches and trainees from other regions, contribute to the development of skilled international educators, and give back to the international education field.

***Support***

- Specialized training focusing on six coaching proficiencies.
- Ongoing coaching guidance and counseling through virtual training sessions.
- The Academy leadership team develops and coordinates the overall Academy program and provides support and recommendations as needed and/or requested by a coach.

***Reimbursement***

- Travel expenses, lodging, and food for coaches' training in Washington, DC
- Travel expenses, lodging, and food for Academy Spring Training

\*Registration fees and travel to/from the NAFSA annual and regional conferences, along with any meals and lodging for meetings before/during the conference, are NOT covered.

***Qualifications***

- NAFSA member
- 5+ years of experience in the field of international education
- Demonstrated interest in supporting the development of colleagues
- Strong network in international education
- Willingness to coach 4-6 trainees over the 12-month trainee program

- Strong interpersonal skills including listening, advising, and ability to help trainees identify, refine, and achieve personal learning goals
- Commitment to taking part in the full 16-month term
- Interest or experience with training or presenting
- Demonstrated support from your institution to participate in all required Academy events
- Familiarity with virtual communication platforms e.g. Google Hangout, Adobe-Connect etc.

***Desired Qualifications***

- Service in NAFSA leadership positions
- Previous Academy participation as a coach and/or trainee

***Selection Process***

**Please submit your application by June 15, 2017 to [professionallearning@nafsa.org](mailto:professionallearning@nafsa.org). The NAFSA office will forward your application to the NAFSA chair for your region. Each region recruits and selects its Academy coach(es). The regional chair stream appoints the regional Academy coach.**