

# Management Development Program New Trainer Application

---

NAFSA is currently accepting Management Development Program trainer applications for 2017-2019. Visit our web site to review the updated position description. To apply, complete this form and e-mail it along with your resume and statement of interest to [professionallearning@nafsa.org](mailto:professionallearning@nafsa.org). **Applications are due August 15, 2016.**

## **I. Applicant's Information**

<b>Applicant's Information (You MUST be a NAFSA member)</b>	
Name	
Institution/Organization	
Daytime Phone Number	
E-mail Address	
NAFSA Region ( <a href="#">which region am I in?</a> )	NAFSA ID:

## **II. Qualifications**

**Please check all that apply:**

- Management experience  
 Number of years in the IE field \_\_\_\_\_  
 Number of years of other management experience \_\_\_\_\_
- Trainer Corps Member (current or past)
- NAFSA Management Development Program past participant (year: \_\_\_\_\_)

<b>Previous Experience as a Trainer for any NAFSA Programs (add an extra page if needed)</b>		
Role	Dates/Location of Training	Name of Program

<b>Other Training Delivery Experience</b>		
Role	Dates/Location of Training	Name of Training

**III. Statement of Interest**

Please attach a one-page statement of interest that details:

- Your motivations for wanting to be a Management Development Program trainer, including why you want to be a trainer, what you hope to gain from the experience, and what you have to offer new and experienced managers in the international education field.
- Your professional qualifications as a manager in the field of international education, including your current position and years of experience in the field.
- What you consider to be your strengths as trainer.

**IV. Resume and References**

Please attach a current resume and include contact information for one reference who is familiar with your management and/or training experience.

**V. Term of Service**

Three years - January 2017 through July 2019 (renewable for a second term)

**VI. MDP Trainer Commitment**

In order for the MDP to maintain continuity and to continuously improve its delivery, trainers make a three-year (renewable) commitment to the program. **At minimum, trainers are expected annually to present MDP at the Annual Conference and one summer session, usually in July.** All trainers are also expected to annually attend a 1.5 day trainer work session usually in mid-April in Washington, DC. In addition, trainers prepare for MDP delivery by participating in several team conference calls during the year. Each trainer also agrees to:

- Assume primary responsibility for presenting two of the MDP’s seven modules
- Assume “back-up” responsibility for presenting two additional modules
- Assist fellow trainers as needed
- Be available for the following:

<b>Date</b>	<b>Event</b>	<b>Location</b>
Fall – Spring 2016-2017 2017-2018 2018-2019	Trainer orientations, curriculum updates, etc.	2-3 virtual trainings/conference calls
April 2017, 2018, 2019	Training-of-trainers annual work session	Washington, DC
2017: 5/27-5/30 2018: 5/26-5/29 2019: 5/25-5/28	MDP at the NAFSA Annual Conference Sat-Tues. prior to opening day	2017 – Los Angeles, CA 2018 – Philadelphia, PA 2019-Washington, DC
Summer 2017, 2018, 2019 dates TBA	MDP Summer Session(s)	TBA

**I have reviewed the MDP Trainer Position Description and if I am selected to be a trainer I agree that I will be fully committed to the program and that I will have the support of my supervisor. If selected, I grant permission to NAFSA: Association of International Educators to use my name, image, and words recorded.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Thank you for submitting your application.**