

NAFSA: Association of International Educators Volunteer Member Leader Position Description (EA KC)

Position: Member, EA KC Subcommittee on Work, Intern, Volunteering and Research Abroad (WIVRA) Committee/KC: Education Abroad Knowledge Community (EA KC)
Term: January 1, 2019–December 31, 2020; Two-year term, renewable once
Last Updated: June 2018

Overview (including Purview and Assigned Outcomes)

The EA KC Subcommittee on Work, Internships, Volunteering & Research Abroad is charged with providing resources on work, internships, service-learning, volunteering and research abroad, paying attention to best practices, data collection, outcomes assessment, research, and articulating linkages between international educational experiences and international careers.

Major Functions and Responsibilities:

- Develop resources on work, internships, service-learning, volunteering and research abroad (WIVRA) in accordance with the annual EAKC Work Plan.
- Maintain a strong familiarity with NAFSA's resources and offerings on WIVRA. Assist members in locating these resources.
- Maintain attentiveness to WIVRA issues by observing, prompting, and participating in online discussions forums and reading NAFSA.news. Act as a resource for colleagues with questions and concerns throughout the year.
- Encourage and facilitate the inclusion of WIVRA content for consideration at annual and regional conferences.
- Ensure that NAFSA webpages on WIVRA are relevant and current
- Work collaboratively with NAFSA staff, the EA KC Team, and others to plan and deliver resources and services.
- Demonstrate current understanding of member needs for WIVRA resources.
- Adhere to the EAKC's Charge to the Subcommittee on WIVRA.

Volunteer Commitment:

- Serve a two-year term, renewable once for a maximum term of four years
- Devote two to four hours per month to ongoing e-mail correspondence, projects, subcommittee conference calls, etc.
- Attend annual subcommittee meeting during the NAFSA Annual Conference, when possible.

Qualifications:

- Demonstrated knowledge of the common challenges and potential solutions for issues in WIVRA.
- Ability to synthesize material and communicate it concisely, diplomatically, and effectively to an individual or the field through appropriate means
- Willingness to adopt organization-wide perspectives and EA KC strategic priorities
- Willingness to adopt association priorities and perspectives on volunteer development and management
- Ability to work effectively with a team and with NAFSA staff in an outcomes-based environment
- Strong coordination, analytical, oral and written communication skills
- Commitment to access and respond to e-mail in a timely fashion as well as communicate using online electronic tools/systems plus the online workspace structure
- Manage unconscious bias in the assessment and decision-making process
- NAFSA membership through the term of service is appreciated.
- Ability to meet the volunteer commitment outlined and planning calendar deadlines

Relationships with Other Members

This position collaborates closely with other NAFSA leaders to enhance work efforts across the association.

Relationships with the NAFSA staff

This position partners closely with the NAFSA staff partner assigned. Effective relationships reflect and include responsiveness to phone calls/e-mail correspondence, timely delivery on responsibilities, open communication and mutual respect among other characteristics.

Diversity and Inclusion

All NAFSA leaders are expected to foster an inclusive environment and seek to learn and understand the multicultural perspectives of the committee/team, our constituents, and stakeholders to align with the NAFSA Diversity and Inclusion Statement. An expression of leadership in this area includes:

- Engagement of the committee/team to identify and implement strategies for increased personal outreach, recruitment, onboarding for all; especially diversity-focused and underrepresented groups
- Increasing accessibility and participation from underrepresented groups, individuals, and institutions
- Expansion of educational content within the committees' purview through intentional outreach and recruitment of diverse presenters and institutional types in partnership with various NAFSA groups.

If you wish to apply for this position, complete the member-leader application at <http://www.nafsa.org/applynow> and attach a copy of your resume.

NAFSA: Association of International Educators is a professional association driven by its Strategic Plan as established by the Board of Directors. The success of the association depends on the productive engagement of three key constituencies: The Board, member leaders, and staff. Member leaders are advocates for the association's mission, vision, values, diversity and inclusion, and ethical principles; who align their work closely with the Board through its Vice Presidents and with staff to carry out the Strategic Plan. Member leader roles are guided by objectives assigned by the Strategic Plan; by outcome accountabilities outlined in the Standing Rules; and by position descriptions for specific roles.