



Association of
International Educators

NAFSA: Association of International Educators

Management Development Program Position Description

Role: Management Development Program Trainer
Last Updated: March 2016

Description: NAFSA's Management Development Program (MDP) equips managers with skills and knowledge to effectively lead their teams in times of ongoing change. **The MDP is delivered annually at the NAFSA Annual Conference and during the summer in two different locations in the US.**

Functions and Responsibilities:

- Work collaboratively as a team member.
- Participate in planning sessions as organized by the MDP chair via conference calls, e-mail and the MDP workspace. Includes one on-site session per year.
- Learn the 7 program modules, co-delivering 3 of the modules per MDP session.
- Serve as co-trainer for an additional 2 program modules.
- Support delivery of fellow trainers throughout all modules.
- Participate in post-training debriefing sessions with the trainer team.

Time Commitment:

At minimum, each trainer is expected to deliver the MDP training at the annual conference for each year of their term and once during the summer.

Program preparation and delivery for the MDP trainer team includes:

- 1-2 annual virtual trainings for new and returning members held prior to the NAFSA annual conference.
- A 1½ day on-site orientation to be held annually in April beginning in 2016.
- Participation in the entire 2½ day MDP training, includes pre-training meeting the evening prior to the first day of MDP and debriefing session following the conclusion of the MDP.
- Individual time to review materials and practice assigned modules is expected and required.

The preparation and delivery cycle is the same for subsequent years.

Term of Service: Three years - January 2017 through July 2019 (renewable for a second term)

Rewards: By sharing their IE management experience and skills, MDP trainers will have the opportunity to help their IE colleagues to become more effective leader-managers in a constantly changing world. This program also encourages the professional development of the trainers by providing quality curriculum, a well-managed program, and a cohort of fellow trainers who support and challenge one another to exceed participants' expectations. MDP trainers also exemplify effective training methods and facilitation skills.

Support:

- Specialized training grounded in management theory, but focused on application.
- Access to prepared and proven curriculum materials.
- Ongoing guidance through the development of individual training plans.
- Support as needed from a team of NAFSA member leaders and staff.

Reimbursement:

- Lodging and per diem each day for scheduled MDP sessions at the NAFSA Annual Conference.
- Lodging and per diem and travel are reimbursed for MDP summer sessions and the annual MDP team orientation/work session.

Qualifications:

- Current NAFSA member.
- 5 years management experience in the international education field.
- Previous NAFSA training experience e.g. Trainer Corps, NAFSA Academy for International Education
- Strong facilitation skills, including working with groups of participants with varying levels of management experience in general and international education in particular.
- Ability and willingness to appropriately adapt curriculum to meet needs of participants.
- Familiarity with different learning styles, adult learning principles and impact of culture on the learning environment.
- Demonstrated support from your institution to participate in all required MDP activities.

Selection:

- Applications reviewed by team of NAFSA staff (PLS senior director and MDP staff),
- Finalists are interviewed by the same team.

Availability:

- Delivery of MDP at the NAFSA annual conference each year and at least one summer session.
- Attend annual on-site trainer orientation/work session.
- Participate in virtual train-the-trainer sessions as requested/needed.