

NAFSA: Association of International Educators Volunteer Member Leader Position Description

Position: International Outreach Coordinator

Knowledge

Community: International Enrollment Management Knowledge Community (IEM KC)

Term: January 1, 2017 – December 31, 2018
Two (2)-year term, renewable for one (1) additional year

Last Updated: July 12, 2016

KC Overview

The International Enrollment Management Knowledge Community provides professional development opportunities, programs and resources for those in the fields of admissions, credential evaluation, marketing and recruitment, overseas educational advising, intensive English programs, and sponsored program administration.

Position Overview

The International Outreach Coordinator is charged with staying abreast of trends and issues in the overseas advising sector of the field and sharing that knowledge with the IEM KC team in order to guide the team's activities and initiatives. Additionally, this volunteer position develops and manages resources related to overseas educational advising.

Major Functions & Responsibilities

- Serves as a liaison between the overseas advising community and the IEM KC.
- Keeps abreast of trends and issues in the overseas advising sector of the field and brings them to the attention of the IEM team.
- Conducts outreach to overseas advisers to ensure they are aware of the resources available to them through NAFSA and what expertise they can in turn contribute to the IEM KC.
- Works closely with the IEM chair stream and takes the lead in projects as assigned by the Chair.
- Collaborates with other network leaders on cross-network resources and discussions.
- Coordinates the creation of high quality & timely resources related to overseas advising.
- Ensures the review & revision of existing resources as needed.
- Works with the IEM Chair to identify future leaders from within the IEM community.
- In accordance with member needs and the Strategic Plan, makes recommendations for consideration for the annual IEM work plan.
- Promotes professional development for members involved with overseas advising.

Volunteer Commitment

- Commit to serving a two-year position term.
- Estimated time commitment is four to six hours per month on various tasks: outreach and engagement with NAFSAs, postings to NAFSA discussion forums, assist in the deliverables with

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Overseas Advising Outreach Coordinator, IEM KC

annual workplan, e-mail communication, preparing for annual conference activities, participating in leadership cultivation and other duties as assigned by chair.

- Participate in monthly conference calls with the IEM Team.
- Participate in KC team meetings at the Washington Leadership Meeting in January (participation is funded by NAFSA).
- Attend NAFSA's annual conference each May & participate in the IEM team meetings at the annual conference, usually Monday (leaders are responsible for travel, hotel, and meal costs for the AC).

Required Qualifications

- Current NAFSA membership throughout length of volunteer service.
- Minimum of 3 years of experience working in the IEM field with specific knowledge of overseas advising.
- Strong analytical abilities and leadership skills in communication, delegation, and project management with a willingness to engage with members to discuss current issues, ongoing priorities, and agency engagement efforts.
- Institutional support for this volunteer commitment to participate in monthly conference calls, perform the duties of this position, and attend the annual conference to participate in IEM KC leader meetings.
- An active interest in assisting colleagues with professional and leadership development.
- Excellent organizational and communication skills.

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

Deadline for applications: September 15, 2016

NAFSA: Association of International Educators is a professional association driven by Strategic Plan approved by the Board of Directors. The success of the association depends on the productive engagement of three key constituencies: the Board, member leaders, and their staff partners. Member leaders are advocates for the association's mission, vision, values, and strategic plan. They align their work closely with the Board through the Vice Presidents and work with staff partners to achieve the assigned objectives in the strategic plan, the outcome accountabilities in the standing rule charge for the specific committee or team, and in the position description for specific roles.