

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



Position: Country Coordinator

Committee/KC: Consular Affairs Liaison (CAL) Subcommittee, Education Abroad Regulatory Practice (EA RP) Committee

Term: Two-year appointment, renewable one additional year

Updated: March 2018

Purview/Portfolio

The CAL Subcommittee of the EA RP Committee is charged with developing relationships with visa officers at international consulates in the United States to clarify visa and immigration procedures for U.S. students studying abroad via NAFSA's website and EA Visa Help platform.

The CAL Subcommittee is seeking country coordinators to assist subcommittee consular affairs liaisons and facilitate contact with the appropriate embassies in Washington, DC, for Italy, France, Spain, and the United Kingdom. The country coordinator will be appointed by the chair of the CAL Subcommittee. There is an additional country coordinator to assist with visa questions for regions in the rest of the world.

The focus of these relationships will be mutual assistance. NAFSA staff will work with the subcommittee chair and the country coordinators to establish contacts with embassy staff in Washington, DC, with whom subcommittee members can liaise on visa and immigration issues.

Major Functions & Responsibilities

- Initiate, sustain, and enrich working relationships within the consulates.
- Respond to requests for assistance from colleagues regarding student visa matters (via NAFSA's EA Visa Help tool, the EA KC Discussion Forum, and SECUSS-L).
- Monitor information and identify changes in visa policies and procedures keeping the subcommittee chair and NAFSA staff informed. Work with NAFSA staff liaison to post confirmed information to the NAFSA web site and to the EA community.
- Recruit and appoint (in conjunction with subcommittee chair) regional consular liaisons as needed for the country for which you are responsible.
- Identify training needs of subcommittee members and work with the subcommittee chair and NAFSA staff to provide that training.
- If attending a NAFSA regional conference, chair and/or present the education abroad visa session.
- Lead quarterly conference calls with liaisons from your country group.
- Meet with the subcommittee at the annual conference during the preconference period and present at the annual conference visa session, if possible.
- Assist with other related duties as requested by subcommittee chair.

Volunteer Commitment

- 4-6 hours per month working on liaison calls or subcommittee projects.

Required Qualifications

- Demonstrated expertise in the field of education abroad
- Ability to communicate with colleagues and government officials in a collegial and diplomatic fashion
- Knowledge of visa procedures for students studying abroad from the United States, and the country for which you are assigned
- Knowledge of visa country's language is essential.
- Willingness to adopt organization-wide perspectives and KC strategic priorities

- Willingness to adopt association priorities and perspectives on volunteer development and management
- High strategic planning, management, networking, and delegation experience
- Strong coordination, analytical, oral and written communication skills
- Ability to work effectively with a team and with NAFSA staff in an outcomes-based environment
- 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
- Willingness and ability to travel for participation and representation at NAFSA meetings
- Manage unconscious bias in the assessment and decision-making process
- Recognized by peers for being energetic, innovative, and visionary
- Valid NAFSA membership through the length of the leadership term
- 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.