

**NAFSA: Association of International Educators  
Volunteer Position Description**

---

<b>Position:</b>	<b>Academy Coach</b>
<b>Committee/KC/Program:</b>	<b>Academy for International Education</b>
<b>Term Dates:</b>	<b>August 1, 2022 – December 31, 2023</b>
<b>Updated:</b>	<b>April 2022</b>

***Short Description***

The Academy for International Education is a year-long professional development program designed to provide newcomers with an introduction to the field of international education and those more experienced with an opportunity to broaden their perspectives. Experienced international educators serve as coaches and guide the learning of a cohort of up to six Academy trainees.

***Functions and Responsibilities***

Academy coaches:

- Facilitate the recruitment and selection of trainees
- Guide trainees in developing a personal learning plan
- Work with other coaches to deliver a workshop session during spring training
- Encourage trainees to refine and achieve their learning goals for the program
- Foster connections among trainees within the trainee cohort and Academy class
- Facilitate regular individual and cohort conference calls and other meetings
- Respond to questions trainees have or direct them to resources or colleagues
- Advise trainees on building their schedule at the NAFSA Annual Conference
- Provide feedback on trainees' Academy assignments
- Teach trainees how to navigate the virtual and actual world of NAFSA
- Serve as Academy liaison to their regional team

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:

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

### ***Time Commitment***

On average, 12-15 hours per month will be needed to complete ongoing work, which includes the following:

- August 2022: Virtual onboarding training
- September 2022: 3-day Virtual coaches' orientation and training
- September-November 2022: Coordination of trainee marketing and recruitment through various outlets, including attendance at the 2022 virtual regional conference
- December 2022: Trainee application review; Welcome emails to cohort
- December 2022-March 2023: Establishing contact with cohort, preparing for and participating in Academy Spring Training, co-presenting one of the Academy's five workshops
- April/May 2023: Advising trainees on conference schedule, learning plan revisions, and participating in the Academy session at the Annual Conference
- June-August 2023: Guiding Academy trainees through their summer focus projects
- September-November 2023: Preparing for and participating in Academy sessions at the Regional Conference; preparing for and facilitating the conclusion of the Academy experience with and for their cohort
- Ongoing: Participating in ten virtual coaches' training sessions throughout the course of the Coach term
- Ongoing: Individual and cohort coaching of trainees

<b>Date</b>	<b>Event</b>	<b>Location</b>
September 2022	3-day Academy Coaches Training	Virtual
March 2023	Academy Spring Training	Virtual
May 30 – June 2, 2023	2022 NAFSA'S Annual Conference & Expo	Washington, DC
Fall 2023	Regional Conferences	Select Locations

### ***Term***

The position is for an 18-month term, renewable for multiple years at the discretion of the Regional Leadership.

### ***Rewards***

As coach, you will have the opportunity to enhance your leadership skills, build marketing and networking expertise, hone training delivery skills, share knowledge and expertise, support the professional growth of your trainee cohort, connect with coaches and trainees from your own as well as other NAFSA regions, contribute to the development of skilled international educators, and give back to the international education field.

### ***Support***

- Specialized training focusing on six coaching proficiencies
- Ongoing coaching guidance and support through virtual training sessions
- Support of a community of Academy coaches across regions through the Academy Coach cohort
- Development and coordination of the overall Academy program by Academy leadership team
- Support and recommendations by the Academy leadership team as needed and/or requested by coaches

***\*Please note:*** Registration fees and travel to/from the NAFSA annual and regional conferences, along with any meals and lodging for meetings before/during the conference, will not be reimbursed.

### ***Qualifications***

- NAFSA member
- 5+ years of experience in the field of international education
- Demonstrated interest in supporting the development of colleagues
- Strong network in international education
- Desire to coach 4-6 trainees over the 12-month trainee program
- Strong interpersonal skills including active listening, advising, and ability to help trainees identify, refine, and achieve personal learning goals
- Commitment to taking part in the full 18-month term
- Interest in or experience with training or presenting
- Demonstrated support from your institution to participate in all required Academy events
- Familiarity with virtual communication platforms, e.g., Google Hangout, RingCentral, Zoom, etc.

### ***Desired Qualifications***

- Prior service in NAFSA volunteer roles or leadership positions
- Previous Academy participation or involvement
- Previous or current NAFSA Trainer Corps experience

### ***Selection Process***

**Please submit your application by June 15, 2022 through the online portal. NAFSA staff will forward your application to the NAFSA chair stream for your region. Each region recruits and selects its Academy coach(es) and the regional chair stream appoints its regional Academy coach. If you are applying to be considered for the National cohort coach role, please state this in your application. Your application will be reviewed by the International Education Leadership Knowledge Community chair stream.**