

Management Development Program New Trainer Application



NAFSA is currently accepting Management Development Program trainer applications for 2019-2021. Visit our web site to review the updated position description. To apply, complete this form and e-mail it along with your resume and statement of interest to professionallearning@nafsa.org. **Applications are due August 13, 2018.**

I. Applicant's Information

Applicant's Information (You MUST be a NAFSA member)	
Name	
Institution/Organization	
Daytime Phone Number	
E-mail Address	
NAFSA Region (which region am I in?)	NAFSA ID:

II. Qualifications

Please check all that apply:

- Management experience
Number of years in the IE field _____
Number of years of other management experience _____
- Trainer Corps Member (current or past)
- NAFSA Management Development Program past participant (year: _____)

Previous Experience as a Trainer for any NAFSA Programs (add an extra page if needed)		
Role	Dates/Location of Training	Name of Program

Other Training Delivery Experience		
Role	Dates/Location of Training	Name of Training

III. Statement of Interest

Please attach a one-page statement of interest that details:

- Your motivations for wanting to be a Management Development Program trainer, including why you want to be a trainer, what you hope to gain from the experience, and what you have to offer new and experienced managers in the international education field.
- Your professional qualifications as a manager in the field of international education, including your current position and years of experience in the field.
- What you consider to be your strengths as trainer.

IV. Resume and References

Please attach a current resume and include contact information for one reference who is familiar with your management and/or training experience.

V. Term of Service

Three years - January 2019 through July 2021

VI. MDP Trainer Commitment

In order for the MDP to maintain continuity and continuous improvement lifecycle, trainers make a three-year commitment to the program. Trainers are expected to present MDP twice each year, once at the Annual Conference and at once at the additional MDP session during summer or fall. All trainers are also expected to attend a 1.5-day trainer work session that takes place in Washington, DC in April each year. In addition, trainers prepare for MDP delivery by participating in several team conference calls during the year.

Each trainer also agrees to:

- Conduct themselves in a professional manner consistent with the leadership role of the position
- throughout the duration of the assignment
- Assume primary responsibility for presenting two of the MDP’s seven modules
- Assume “back-up” responsibility for presenting two additional modules and assist fellow trainers as needed
- Participation in and facilitation of continuous learning engagement 1-hour webinars, at least two per year
- Be available for the following:

Date	Event	Location
Fall – Spring 2018-2019 2019-2020 2020-2021	Trainer orientations, curriculum updates, etc.	2-3 virtual trainings/conference calls
April 2019, 2020, 2021	Training-of-trainers annual work session	Washington, DC
2019: 5/27-5/30 2020: 5/26-5/29 2021: 5/25-5/28	MDP at the NAFSA Annual Conference Sat-Tues. prior to opening day	2019 – Washington, DC 2020 – TBD 2021 – TBD
Summer/Fall 2019, 2020, 2021, dates TBD	MDP Summer Session(s)	TBD

I have reviewed the MDP Trainer Position Description and if I am selected to be a trainer I agree that I will be fully committed to the program and that I will have the support of my supervisor. If selected, I grant permission to NAFSA: Association of International Educators to use my name, image, and words recorded.

Name

Date

Thank you for submitting your application.