

**NAFSA: Association of International Educators
KCEA Liaison Position Description**

Position: Region VII KCEA (Education Abroad) Liaison

Appointment: By Regional Chair in consultation with incumbent

Term: 3 Years

Qualifications:

- A NAFSA member
- Minimum of 2 years' experience in the field of international education
- Recent experience in education abroad professional activities.
- Support and encouragement of home institution to carry out the responsibilities of a regional team representative
- Demonstrated commitment to international education and exchange and the concept of professional development through participation in conferences and workshops
- Ability to foster communication between the national and regional levels
- Observance of NAFSA's Statement of Ethical principles
- Demonstrated experience at the regional level (i.e., presenter, holding leadership position(s), etc.)

Meetings:

- Spring Team Meeting (February/early March) – (Region VII pays for mileage, shared lodging and meals)
- State Meetings, as is possible
- Annual Conference
 - Team Meeting
 - Regional Update Meeting
 - KC Liaison Meeting
- Regional Conference
 - Newcomers Orientation
 - Opening Reception
 - All special events (i.e., plenary, closing celebration, regional business meeting)
 - Pre & Post Conference Team Meetings

Overall Responsibilities - Year Round

- Serve as a responsible member of the regional team, keeping KCEA interests in mind.
- Serve as the primary source of timely/relevant information on KCEA for the Regional Website.
- Serve as a liaison between regional KCISSS members and the KCEA national team, stimulating a two-way flow of information.
- Serve as a liaison to the Regional State reps as it relates to timely/relevant resources for State Meetings.
- Encourage integration of KCEA with other NAFSA KC's through cross- KC programming.
- Participate in virtual discussions of national KCEA network(s).

- Disseminate information of interest to the region through emails and/or articles in the regional newsletter
- Serve as resource to KCEA constituents in the region; elicit feedback on issues. Report on KCEA activities to the Regional Team/ and to members (and non-members) from any/all meetings.
- Encourage all forms of professional development activity within the region.
- Assess / develop / recruit potential new leaders for NAFSA leadership positions and assist Chair Stream in recruiting, selecting and training replacement. Serve as mentor to successor.
- Identify potential members and encourage membership in NAFSA.
- Initiate special activities.

Overall Responsibilities - Regional Conference

- Encourage regional workshops and sessions dealing.
- Provide Education Abroad items for the regional newsletter.

Overall Responsibilities - Annual Conference

- Attend and participate in regional meetings at the national conference (i.e., team meeting, regional update, etc.).

Benefits:

NAFSA Region VII provides access to resources and networking throughout the year. Some of the benefits to you are:

- Meeting and networking with peers at other organizations institutions within the region
- Serving as mentor to others and identifying resources to the betterment of colleagues
- Gaining visibility on your own campus as a leader in the field of International Education
- Building your resume by documenting your strengths and expanding your experience.
- Learning more about NAFSA's strategic directions and organizational structure.