

**NAFSA: Association of International Educators  
International Education Leadership Liaison**

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**Position:** Region VII IEL (International Education Leadership) and TLS (Teaching, Learning and Scholarship) Liaison

**Appointment:** By the Regional Chair

**Term:** 3 Years

**Qualifications:**

- A NAFSA member
- Minimum of 3-5 years experience in the field of international education
- Currently working as a mid-career professional with a long-term commitment to international education and exchange.
- Demonstrated commitment to 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**

- Represent the interests of individuals who affiliate with the KCIEL and KCTLS in Region VII ensuring they receive information about upcoming regional activities.
- Serve as a member of the regional team keeping KCIEL and KCTLS interests and pan-NAFSA in mind.
- Serve as the primary source of timely/relevant information on the KCIEL, KCTLS and pan-NAFSA for the Regional Website.
- Serve as a liaison between regional KCIEL members and the KCIEL and KCTLS national teams, 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.

- Participate in virtual discussions of national KCIEL and KCTLS network(s).
- Serve as resource to KCIEL and KCTLS constituents in the region; elicit feedback on issues. Report on KC activities to the Regional Team/ and to members (and non-members) from any/all meetings.
- Encourage professional development activity within the region.
- Assist Chair Stream in recruiting, selecting, and training replacement KCIEL and KCTLS liaison prior to the end of the three-year term.
- Ensure a smooth transition for the successor to the KCIEL and KCTLS by serving as a mentor.
- Encourage integration of KCIEL and KCTLS with other NAFSA KC's through cross- KC programming.

### **Overall Responsibilities - Regional Conference**

- Encourage regional workshops and sessions dealing with KCIEL, KCTLS and pan-NAFSA topics.
- Coordinate appropriate KCIEL, KCTLS and pan-NAFSA portions of the regional conference program.
  - Solicit proposals, identify and cultivate potential session chairs and topics.
  - Assist Past Chair with identifying Workshop facilitators when appropriate.
  - Review and work with session chairs to ensure that session descriptions are clear and concise and reflect intended content.
  - Sit in (at least briefly) on each of your KCs' and pan-NAFSA sessions to get a feel for how they are going. Take notes, if appropriate for comment or future planning. Get a head count of attendees.
  - Organize and read through Session Evaluation Forms for KCIEL and KCTLS sessions to nominate sessions for Regional Highlight.
- Work with Chair stream on conference offerings such as Newcomer's Orientation, resume review, etc. (tbd)
- Coordinate the annual TLS Case Study Competition
  - Recruit participants, mentors and judges by advertising through various outlets to Region VII members during the course of the year.
  - Match participants as team and with mentors.
  - Develop the case study scenario.
  - Work with the Region VII Development Chair on how sponsorship funds will be used for awards and recognition.

### **Overall Responsibilities - Annual Conference**

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

### **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.