

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

Position: Region VII KCIEM (International Enrollment Management) Liaison

Appointment: By the Regional Chair consultation with current Region VII Representative

Term: 3 Years

Qualifications:

- A NAFSA member
- Minimum of 2 years experience in the field of international education
- Support and encouragement of home institution
- 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 KCIEM interests in mind.
- Serve as the primary source of timely/relevant information on the KCIEM Regional Website.
- Serve as a liaison between regional KCIEM members and the KCIEM 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.
- Participate in virtual discussions of national KCIEM network(s).
- Disseminate information of interest to the region through emails and/or articles in the regional newsletter

- Serve as resource to KCIEM constituents in the region; elicit feedback on issues. Report on KCIEM 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. Encourage integration of KCIEM with other NAFSA KC's through cross- KC programming.

Overall Responsibilities - Regional Conference

- Encourage regional workshops and sessions dealing with KCIEM topics.
- Coordinate appropriate KC portion of the regional conference program.
 - Solicit proposals, identify and cultivate potential session chairs and topics.
 - Assist Workshop Coordinator with identifying Workshop facilitators.
 - Review and work with session chairs to ensure that session descriptions are clear and concise and reflect intended content.
 - Chair/host a KC meeting at the regional conference.
 - Sit in (at least briefly) on each of your KC's 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 your KC's sessions to nominate sessions for Regional Highlights at the national annual meeting.
 - Provide input for the new Education Abroad Visa Help online tool for EA consular liaisons, as requested.

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.