

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

Position: Region VII KCISSS (International Student & Scholar Services) Liaison

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

Term: 3 Years

Qualifications:

- A NAFSA member
- Minimum of 3-5 years experience in the field of international education
- Support 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 KCISSS interests in mind.
- Serve as the primary source of timely/relevant information on KCISSS for the Regional Website.
- Serve as a liaison between regional KCISSS members and the KCISSS 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 KCISSS with other NAFSA KC's through cross- KC programming.
- Participate in virtual discussions of national KCISSS network(s).
- Disseminate information of interest to the region.

- Serve as resource to KCISSS constituents in the region; elicit feedback on issues. Report on KCISSS 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 with KCISSS topics.
- Coordinate appropriate KCISSS 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 as needed.
 - Organize and read through Session Evaluation Forms for your KC's sessions to nominate sessions for Regional Highlights at the national annual meeting and for feedback to assist in future conference planning

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.