

*NAFSA: Association of International Educators**Trainer Corps Position Description*

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**Position:** Trainer Corps Member

Last Updated: September 2016

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**Description:** Trainer Corps is made up of approximately 300 volunteer trainers. Individual Trainer Corps members stay involved by serving in a variety of roles including CEP Workshop trainers, deans, lead trainers, and curriculum development team members to support and promote the NAFSA Core Education Program (CEP).

**Functions and Responsibilities:**

- Train at least one NAFSA CEP Workshop within a three year term and/or be active in one or more Trainer Corps involvement activities.
- When part of a CEP training team:
  - Participate in pre-workshop planning sessions via conference calls/virtual meetings, e-mail, and at the workshop location to ensure workshop effectiveness.
  - Serve as an active member of the team.
  - Participate in workshop delivery.
  - Participate in debrief session with Lead Trainer and other trainers on team.
  - Provide feedback to lead trainer, workshop deans and NAFSA staff on any needed updates to CEP curriculum materials.
- Use CEP materials only at NAFSA approved training events.
- Participate in the Trainer Corps Induction Workshop upon acceptance and the Trainer Corps Enrichment workshop one time during any subsequent three year Trainer Corps term.
- Promote and represent the NAFSA Core Education Program and Trainer Corps in a variety of contexts.

**Term of Service:** Three years beginning upon completion of initial training of trainers program (Virtual Orientation and In-person Induction Workshop at the NAFSA Annual Conference). Term typically begins in June of the year of acceptance and ends the third year on June 30<sup>th</sup>. Ex: June 2017 – June 30<sup>th</sup>, 2020. Trainer Corps members may reapply for subsequent terms.

**Time Commitment:** Varies by role: see separate Trainer Corps position descriptions for more details ([www.nafsa.org/trainercorps](http://www.nafsa.org/trainercorps))

**Rewards:**

- Receive complementary training in training delivery for adult learners.
- Enhance your training delivery skills.
- Contribute your expertise to field of international education.
- Network with other International Education professionals.
- Represent the NAFSA Trainer Corps and Core Education Program in a variety of contexts.

**Support:**

Initial Trainer Corps training of trainers program includes:

- a. Virtual Orientation program
- b. Induction Workshop

Continue to strengthen training skills by participating in:

- c. Enrichment program
- d. Trainer Corps colloquium
- e. Various other involvement and enrichment opportunities throughout the year

**Qualifications:**

- NAFSA member.
- Five or more years of professional experience in the field of international education\*.
- Demonstrated high level of proficiency/expertise in individual CEP Workshop content areas ([www.nafsa.org/workshops](http://www.nafsa.org/workshops)).
- Experience or interest in professional development training for adults.
- Commitment to attend the NAFSA Annual Conference the year of initial induction into Trainer Corps.

*\*Subject Matter Experts with 3-5 years professional experience in certain CEP Workshop content areas will be considered.*

**Selection Process:**

Trainer Corps applications are reviewed by NAFSA member leaders and current Trainer Corps members. Input is sought from regional and Knowledge Community leadership. Applications are accepted annually October – December, with notifications of acceptance sent out by late February.