

**NAFSA: Association of International Educators
Volunteer Position Description**

Position:	Content Coordinator for Strategic Advancement: Visa Education and Financing Education Abroad
Knowledge Community:	Education Abroad
Term:	January 1, 2014 – December 31, 2015 Two year term, renewable one time (maximum term of four years)
Updated:	July 2013

Overall Responsibility/Purview/Portfolio:

This position serves on the Education Abroad Knowledge Community (EA KC) team, attends meetings at WLM and annual conference, participates in conference calls and facilitates other assignments from the EA KC chair. This position provides oversight and coordination of the above content designated in the EA KC professional network, the primary vehicle of each knowledge community for disseminating knowledge and information. The portfolio includes the continued development and management of resources and discussions through the EA KC Web pages and network. The content coordinator proactively looks for opportunities to create added value for the community through a dynamic and vibrant discussion forum, creation of high-quality and timely resources, and effective communication to the community of network subscribers. The areas of content related to this position are mentioned in the description; however, applicants and team members should be aware that content may shift from time to time, necessitating a shift in the content coordinator position description and focus.

Major Functions and Responsibilities:

1. Serve on the EA KC team, attend meetings at WLM and annual conference, participate in conference calls, and executes other assignments from the chair.
 - Contributes to the work plan that supports the EA KC objectives
 - Submits mid-year and end-of-the-year reports at the appropriate times of the year
 - Liaises with chairs of the assigned subcommittee(s) to coordinate development of Web practice resources, collegial conversations, etc. The content coordinator obtains regular reports from the subcommittee(s) and ensures they are communicating to the national team effectively and regularly with the full EA KC
 - Attends subcommittee meetings at the annual conference
 - Connects the work of the subcommittee(s) to the EA KC annual work plan

2. Monitor and manage practice resources on the network, including:
 - Coordinating the creation of high-quality and timely resources utilizing assigned subcommittee(s) for the performance of the objective or finding alternative means of producing the work
 - Monitoring, organizing, and managing documents to optimize user accessibility to resources
 - Identifying content needed by the community and bringing it to the attention of the team
 - Ensuring the review and revision of existing resources as needed
 - Reviewing the resource categories and suggesting reorganization or addition of new categories as needed

3. Monitor and manage the discussion forum(s) on the network, including:
 - Participating in and monitoring the discussion forum related to the content areas
 - Seeding discussion and exchange on the discussion forum, as appropriate;
 - Hosting regular collegial conversations on the topics of the content coordinator's area in collaboration with the respective subcommittee(s)
 - Ensuring responses to any unanswered postings, as necessary
 - Identifying forum questions and topics to recommend to the EA KC team for further consideration for development into resources
 - Forwarding issues and requests that require EA KC decision and/or action (unanswered posts, member needs and trends regarding training, information, resources, etc.) to the appropriate EA KC team member, including those posted in the discussion forums and those forwarded by staff from members
 - Contacting the EA KC staff liaison with suggestions to improve the user experience or with questions about technical issues
4. Collaborate with other EA KC content coordinators on cross-network resources and discussions.
5. Refer international educators to appropriate network(s) and encourage participation in networks.

Relationships with Other Members:

The networks provide a means by which international education professionals can raise issues and questions; identify appropriate programs, opportunities, and mentors; and connect with colleagues at all levels. The content coordinator communicates regularly with the EA KC team about activity and opportunities in the network. The content coordinator works closely with the EA KC chair stream to ensure that the dissemination of information aligns with the EA KC work plan and interests of the chair stream so that the EA KC team learns about members' interests and key topic areas.

Relationships with the Staff:

This position will work closely with the EA KC staff liaison to improve and update the network, ensuring a strong dynamic sense of community among subscribers. The staff liaison is primarily responsible for:

- Formatting content to conform to NAFSA Web guidelines and style
- Posting information to the network
- Removing content as needed per the terms of use and netiquette in consultation with the content coordinator
- Discussing with the content coordinator any NAFSA and non-NAFSA information that may apply to the network
- Updating the *What's New* blog on the network home page with timely information
- Sending *What's New* network announcements to network subscribers
- All technical aspects of the network in collaboration with Web Services staff

Volunteer Commitment:

This is a two-year term, renewable once for a maximum of four years.

The estimated time commitment is approximately two to four hours per week, depending on the team,

subcommittee, and network activity. Subscription to the network is expected, including setting preferences to receive e-mails of announcements and discussion postings.

The content coordinator will participate in orientation and training opportunities as follows:

- Subscribing to the content coordinator's work space and setting preferences to receive e-mailed announcements and discussion forum postings;
- Participating in quarterly conference calls with the EA KC chair and content coordinators in the knowledge community;
- Participating in the content coordinator meetings and EA KC team meetings at Washington Leadership Meeting (WLM) in January. Funding for WLM is provided by NAFSA;
- Participating in the network leader meeting at the annual conference, usually on Monday or Tuesday morning.

Required Qualifications:

- Current NAFSA membership
- Minimum of five years' experience in international education
- Demonstrated leadership skills
- Active interest in assisting colleagues with professional and leadership development
- Ability to make a two-year commitment
- Excellent communication skills
- Familiarity with various forms of social media
- Experience using Web-based communication (technical experience is not required)
- Past experience on a subcommittee of the EA KC is preferred

If you wish to apply for this position, complete the member-leader application at <http://www.nafsa.org/applynow> and send a copy of your résumé to leadership@nafsa.org. Also, please include or update your skills and experience in NAFSA's Profile of Interest, Experience, and Expertise (PIEE) at www.nafsa.org/PIEE, as we are always searching the database for potential leaders.

Note: Appointments will be made in October/November, so that the newly appointed individual can be invited to the Washington Leadership Meeting to be held January 24-26, 2014.