

NAFSA: Association of International Educators
Volunteer Position Description



Position: Network Leader, Admission and Credential Evaluation (ACE) Network
Committee: International Enrollment Management Knowledge Community (IEM KC)
Term Dates: January 1, 2020–December 31, 2021
Two-year term, renewable for one term (maximum of 4 years)
Last Updated: June 2019

Committee/Knowledge Community Overview

The International Enrollment Management Knowledge Community provides professional development opportunities, programs, and resources for those in the fields of admissions, credential evaluation, marketing and recruitment, overseas educational advising, intensive English programs, and sponsored program administration.

Position Overview

The ACE network leader provides oversight and coordination of the ACE professional network, the primary vehicle of the IEM KC for disseminating knowledge and information for ACE professionals. This volunteer position continues the development and management of resources as well as a vibrant discussion forum on Network.NAFSA.

Major Functions

- Monitor and participates in the ACE discussion forum.
 - Maintain the *What's New* section of the landing page.
 - Ensure responses to any unanswered postings.
 - Flag content for removal as needed per the Terms of Use and Netiquette.
 - Address technical aspects of the network in collaboration with Web Content team.
 - Work with NAFSA staff to ensure a strong, dynamic sense of community among subscribers.
- Serve on the ACE Subcommittee, which is charged with producing the *IEM Spotlight* newsletter.
- Promote professional development of members of the ACE network.
- Work closely with the IEM chair stream and takes the lead in projects assigned by the chair.
- Collaborate with other network leaders on cross-network resources and discussions.
- Keep abreast of trends and issues in the field and bring them to the attention of the IEM team.
- Coordinate the creation of high quality and timely resources related to ACE.
- Ensure the review and revision of existing resources as needed.
- Refer international educators to appropriate network(s) and encourage participation in networks.
- Serve as a reviewer of annual conference session, poster, and workshop proposals.
- Serve as a connector/mentor in the Annual Conference IEM Connector Program.
- Assume other projects and responsibilities tasked by the IEM KC chair.

Volunteer Commitment

- Commit to serving a two-year position term.
- The estimated time commitment is 1 to 2 hours per week, depending on network activity.
- Participate in bimonthly conference calls with the IEM team.
- Participate in KC team meetings at the Washington Leadership Meeting in January. (Participation is funded by NAFSA.)
- Attend NAFSA's annual conference each May and participate in the IEM team meetings at the annual conference, usually Monday. (Leaders are responsible for travel, hotel, and meal costs for the conference.)

Relationships with Other Members

This position collaborates closely with other NAFSA leaders to enhance work efforts across the association.

Relationships with the NAFSA Staff

This position partners closely with the NAFSA staff partner assigned. Effective relationships reflect and include responsiveness to phone calls, email correspondence, timely delivery on responsibilities, open communication, and mutual respect, among other characteristics.

Required Qualifications

- Current NAFSA membership throughout length of volunteer service
- Experience in international education with specific knowledge of —and current work in— sponsored programs
- Demonstrated leadership skills, especially in building and supervising teams or working groups
- An active interest in assisting colleagues with professional and leadership development
- Minimum of 3 years of experience working in the IEM field
- Strong analytical abilities and leadership skills in communication, delegation, and project management with a willingness to engage with members to discuss current issues, ongoing priorities, and agency engagement efforts
- Institutional support for this volunteer commitment to participate in monthly conference calls, perform the duties of this position, and attend the annual conference to participate in IEM KC leader meetings and regional liaison activities

Diversity and Inclusion

All NAFSA leaders are expected to foster an inclusive environment and seek to learn and understand the multicultural perspectives of the committee/team, our constituents, and stakeholders to align with the NAFSA Diversity and Inclusion Statement. An expression of leadership in this area includes:

- Engaging the committee/team to identify and implement strategies for increased personal outreach, recruitment, and onboarding for all, especially diversity-focused and underrepresented groups
- Increasing accessibility and participation from underrepresented groups, individuals, and institutions
- Expanding educational content within the committees' purview through intentional outreach and recruitment of diverse presenters and institutional types in partnership with various NAFSA groups

If you wish to apply for this position, complete the member-leader application at <http://www.nafsa.org/applynow> and attach a copy of your résumé.

NAFSA: Association of International Educators is a professional association driven by its Strategic Plan as established by the Board of Directors. The success of the association depends on the productive engagement of three key constituencies: the Board, member-leaders, and staff. Member-leaders are advocates for the association's mission, vision, values, diversity and inclusion, and ethical principles. They align their work closely with the Board through its vice presidents and with staff to carry out the Strategic Plan. Member-leader roles are guided by objectives assigned by the Strategic Plan, by outcome accountabilities outlined in the Standing Rules, and by position descriptions for specific roles.