

Position: Member, Exchange Visitor Program Subcommittee

Committee: International Student and Scholar Regulatory Practice (ISS RP)

Term: January 2020–December 2021;

Two-year term, renewable for one term (maximum of 4 years)

Last Updated: June 2019

Subcommittee Overview

The Exchange Visitor Program subcommittee is one of five subcommittees within the International Student and Scholar Regulatory Practice (ISS RP) Committee reporting to the vice president of public policy and practice. The subcommittee focuses on trends and issues regarding J-1/J-2 status and is responsible for prioritizing regulatory issues for the NAFSA government liaison with the U.S. Department of State, Bureau of Educational and Cultural Affairs.

Major Functions and Responsibilities

- Review, analyze, and prioritize information regarding member regulatory concerns by observing and participating in the ISCA (International Scholar) and ISTA (International Student) Network.NAFSA discussions and reading weekly distribution reports, NAFSA.news, and other sources to recommend priority actions to the subcommittee chair and director of Regulatory Practice Liaison.
- Provide information and analysis to staff as requested, and in a timely manner, for comment letters on matters affecting J-1/J-2 status.
- Through staff-arranged activities, communicate with government agencies on issues that result in clarification or positively-changed federal practice or procedure.
- Maintain a strong familiarity with NAFSA’s regulatory information, resources, and practice offerings, as well as an ability to identify appropriate sources of authority. Assist members in locating these resources.
- Recommend new practice resources or updates to current practices that will be valuable to international student and scholar advisers.
- Contribute to completion of the ISS RP Work Plan and related Work Plan objectives, in accordance with the NAFSA Strategic Plan.
- Possess excellent communication skills and a willingness to engage members to discuss current issues, ongoing subcommittee priorities, and agency engagement efforts.
- Represent and promote ISS RP’s work through annual and regional conference activities and perform rotational committee duties when needed by the chair.
- Fulfill rotational committee duties and utilize the subcommittee’s workspaces to engage dialogue, project development, and archive materials.
- Review annual conference proposals for regulatory and immigration related submissions.

Volunteer Commitment

- Devote an estimated 4 to 6 hours per month to participate in position responsibilities.
- Attend ISS RP quarterly calls and contributions to cross-collaborative projects.
- Attend ISS RP preconference meetings at the NAFSA annual conference in May.
- Current NAFSA membership throughout the length of volunteer service is appreciated.

Required Qualifications

- Previous volunteer/presentation experience with NAFSA at local, regional, or national levels

- Minimum of 3 years of experience working in the ISSS field with an informed regulatory knowledge of immigration and policy issues and an awareness of how the issues affect this community
- Institutional support for this volunteer commitment
- Willingness to adopt organizationwide perspectives and ISS RP strategic priorities
- Willingness to adopt association priorities and perspectives on volunteer development and management
- High strategic planning, management, networking, and delegation experience
- Strong coordination, analytical, oral, and written communication skills
- Ability to work effectively with a team and with NAFSA staff in an outcomes-based environment
- Commitment to access and respond to emails in a timely fashion, as well as communicate using online electronic tools/systems plus the online workspace structure
- Willingness and ability to travel for participation and representation at NAFSA meetings
- Ability to manage unconscious bias in the assessment and decisionmaking processes
- Recognition by peers for being energetic, innovative, and visionary
- Ability to meet the volunteer commitment outlined and planning calendar deadlines

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.

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, 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 of 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.