

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



Position: Chair; Chair Designate
Committee/KC: Academy for International Education
Last Updated: February 2019

Brief Description

The Chair of the Academy of International Education takes the lead role in ensuring that the Academy for International Education continues to meet the training needs of newcomers, those in transition and those who have taken on new or expanded responsibilities. The Chair is the program's liaison to the regional teams and the Professional Learning Services (PLS) Liaison. The Chair also acts as coach for the Academy coaches and works with NAFSA staff to lead the training and support the Academy coaches.

Functions and Responsibilities

In collaboration with NAFSA Staff and the PLS Liaison, the Academy chair:

- Leads the Academy coaches in the achievement of the program's goals
- Manages and leads training and meetings of the Academy coaches
- Supports the trainee recruitment and application review process by Academy coaches and other application reviewers
- Provides guidance to coaches on working with Academy trainees
- Promotes the Academy at NAFSA conferences and meetings
- Facilitates Academy trainings and meetings throughout the program, including Coaches' Orientation and Training, Spring Training, coach and trainee meetings at Annual Conference, virtual trainings of coaches, and at Regional Conference
- Presents Spring Training workshops at Spring Training, if needed
- Acts as a resource to Academy coaches, trainees, and alumni
- Assists in managing the Academy coaches' online workspace

Time Commitment

An estimated 15-20 hours per month will be needed to complete the ongoing work. The heaviest periods of work will occur in:

- Monthly – Two 60-minute conference calls with NAFSA staff per month
- August/September – preparing for, and participating in, Academy coaches training
- December/January – recruiting and accepting new Academy Class
- February/March – preparing for, and participating, in Spring Training
- Before and during Annual Conference – preparing for Academy meetings
- Virtual Coaches Training Sessions – preparing for, and facilitating 12 virtual coach training sessions throughout the course of the program

Term

The position is for a two-and-a-half-year term, with the first year as chair designate. The term begins July 1, 2019 and ends December 31, 2021. The Academy Chair must be committed to attending the following events:

Date	Event	Location
September 16-18, 2019	3-day Academy 17 Coaches Training	Washington, D.C.
March 2-6, 2020	Class 17 Spring Training	Atlanta, GA
May 24 – May 29, 2020	2020 NAFSA Annual Conference	St. Louis, MO
September 2020	3-day Academy 18 Coaches Training	Washington, D.C.
March 2021	Class 18 Spring Training	Atlanta, GA
May 30 – June 4, 2021	2021 NAFSA Annual Conference	Orlando, FL

Benefits

As Chair, you will have the opportunity to enhance your leadership skills, influence the components of the Academy program, design and deliver marketing messages, design and deliver training, share knowledge and expertise, connect with coaches and trainees from other regions, contribute to the development of skilled international educators, and give back to the international education field.

Support

The Chair receives support in the form of:

- Intensive position training by shadowing the Chair during the year spent as chair-designate
- Close collaboration with NAFSA staff in planning of all aspects of the program
- NAFSA staff co-facilitation of Coaches' Orientation and Training, Spring Training, annual conference Academy events, and virtual trainings
- NAFSA staff management of program and coach meeting logistics, registration, national marketing, etc.

Reimbursement

- Travel expenses for Coaches' Training in Washington, D.C.
- Travel expenses for Spring Training

PLEASE NOTE: Travel to/from the annual conference, along with meals and lodging for meetings before/during the conference, *is not covered*. Other operating expenses members incur in offices/at home, such as copies, phone calls, etc. are not reimbursed. The regular conference calls are set up by staff and covered by the association, as necessary.

Qualifications

Required:

- NAFSA Membership
- Demonstrated ability to lead a group of volunteers and coordinate efforts with NAFSA staff
- Significant experience as a trainer
- 5-7 years' experience in management
- Willingness and time to participate in Academy discussions (conference calls and online)
- Willingness to work in online workspaces

Desired:

- Previous experience with the Academy, preferably as coach
- Current or former Trainer Corps member

Selection Process

The Vice President for Professional Development and Engagement appoints the Academy Chair in consultation with the Senior Director, Professional Learning Services.