

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

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***Position:*** International Enrollment Management (IEM) Regional Liaison

***Committee:*** NAFSA Region VIII Team

***Appointment:*** By Regional Chair

***Term Duration:*** 2 years

***Overall Responsibility***

- Attend and participate in regional team meetings in the spring at the conference location (Spring Team Meeting), national conference, and pre-and post meetings at the regional conference.
- Serve as a responsible member of the regional team, keeping KC interests in mind.
- Maintain an ongoing file of KC activities: a resource/information file.
- Serve as a liaison between regional IEM-KC members and the IEM-KC national team, stimulating a two-way flow of information.
- Participate in virtual discussions of national KC network(s).
- Disseminate information of interest to IEM-KC members through articles in the regional newsletter and e-mails to individuals within the IEM-KC in Region VIII.
- Serve as resource to KC constituents in the region; elicit feedback on issues.
- Coordinate appropriate KC portion of the regional conference program.
  - Initiate special activities. Encourage integration of KC with other NAFSA KC's through cross- KC programming.
  - Solicit proposals, identify and cultivate potential session chairs and topics.
  - Assist Workshop Coordinator with identifying Workshop facilitators.
  - Review and work with session chairs to ensure that session descriptions are clear and concise and reflect intended content.
  - Chair/host a KC meeting at the regional conference.
  - Sit in (at least briefly) on each of your KC's sessions to get a feel for how they are going. Take notes, if appropriate for comment or future planning. Get a head count of attendees.
  - Organize and read through Session Evaluation Forms for your KC's sessions to nominate sessions for Regional Highlights at the national annual meeting.

- Report on KC activities to the Regional Team/members at the following meetings/events:
  - Region VIII Spring Team Meeting
  - Region VIII Team meeting at the annual national conference
  - Region VIII Update at the annual national conference
  - Town Hall / business meeting at the Region VIII conference
- Attend and participate in annual conference KC meeting(s).
- Encourage regional workshops and sessions dealing with IEM-KC topics.
- Encourage all forms of professional development activity within the region.
- Assist Chair Stream in recruiting, selecting and training replacement. Serve as mentor to successor.
- Assess / develop / recruit potential new leaders for NAFSA leadership positions (i.e. Region VIII Team and beyond [potentially])
- Identify potential members and encourage membership in NAFSA.

### ***Basic Functions***

Reports to the Regional chair. Actively participates in the work of the regional team; provides thoughtful input to the deliberations of the team; focuses on the best interest of NAFSA and the team rather than on personal or constituent interests; and works toward fulfilling the team's goals.

### ***Required Qualifications***

- A member of NAFSA in Region VIII
- An interest in teaching and helping others
- Experience as a presenter or coordinator on the regional level
- Ability to foster communication between the national and regional levels
- Minimum of two years experience working in IEM-related position
- Understanding of NAFSA and its leadership structure
- Willingness to promote NAFSA
- Demonstrated commitment to the field of international educational exchange

Please refer to the NAFSA national website for more information about the International Enrollment Management Knowledge Community:  
[http://www.nafsa.org/Connect\\_and\\_Network/Engage\\_with\\_a\\_Community/Professional\\_Interest/Supporting\\_International\\_Students\\_and\\_Scholars/International\\_Enrollment\\_Management\\_Knowledge\\_Community/](http://www.nafsa.org/Connect_and_Network/Engage_with_a_Community/Professional_Interest/Supporting_International_Students_and_Scholars/International_Enrollment_Management_Knowledge_Community/)

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