

**NAFSA: Association of International Educators  
Regulatory Ombudsperson for Student Issues Position Description**

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- Position:** Region VII Regulatory Ombudsperson for Student Issues
- Appointment:** By the Regional Chair in consultation with current Region VII Ombudspersons, and Chair of the Regulatory Ombudspersons subcommittee
- Term:** 3 Years

**Qualifications:**

- A NAFSA member
- Minimum of 2 years' experience in the field of international education
- Extensive experience with immigration in an educational setting, including detailed experience with student visa categories and /or student-based immigration
- Support and encouragement by home institution to carry out the responsibilities of the position
- Demonstrated commitment to international education and exchange and to the concept of professional development through participation in conferences and workshops
- Ability to foster communication between the national and regional levels
- Observance of NAFSA's Statement of Ethical principles
- Demonstrated experience at the regional level (i.e., presenter, holding leadership position(s), etc.)

**Meetings:**

- Spring Team Meeting (February/early March) – (Region VII pays for mileage, shared lodging and meals)
- State Meetings, as is possible
- Annual Conference
  - Team Meeting
  - Regional Update Meeting
  - Regulatory Ombudspersons Meeting
- Regional Conference
  - Newcomers Orientation
  - Opening Reception
  - All special events (i.e., plenary, closing celebration, regional business meeting)
  - Pre & Post Conference Team Meetings

**Overall Responsibilities - Year Round**

- Help Region VII student advisors who have problems with applications filed with U.S. Citizenship and Immigration Services (USCIS).
- In addition, liaise with other ISS Regulatory Practice subcommittees on issues, initiatives, regulations and policies of other U.S. government agencies affecting international study and exchange in the U.S., notably Department of State, Department of Labor, Customs and Border Protection (CBP), Immigration and Customs Enforcement (ICE), and the Student and Exchange Visitor Program (SEVP).

- Organize a regional network for information dissemination regarding changes and clarifications in regulations and policy; utilize regional communication forums for dissemination of information (e.g., regional newsletter, regional meetings, and regional conferences); plan and coordinate regional workshops dealing with issues of concern in immigration-related regulations and policy.
- Be available to NAFSA members within the region to assist with case specific problems. Encourage members to research answers
- Support and participate in regional training activities to help membership to find and use available resources such as the Advisor's Manual, NAFSA web site, regulations, the Federal Register, Interpreter Releases, etc.
- Participate in regional team meetings as a representative for members with the region working with immigration-related student issues and selected federal legislative initiatives.
- Encourage regional response to new federal policy initiatives in concert with national NAFSA advocacy strategy as determined by Professional Networks, Government Relations Department, and the Council on Public Affairs.
- Serve as a conduit between members within the region and NAFSA's Public Affairs structure, other Regulatory Ombudsman's, and Professional Networks dealing with issues affecting international students.
- Provide feedback to NAFSA on local and regional issues and practice concerns.
- Encourage all forms of professional development activity within the region.
- Assess / develop / recruit potential new leaders for NAFSA leadership positions and assist Chair Stream in recruiting, selecting, and training replacement. Serve as mentor to successor.
- Identify potential members and encourage membership in NAFSA.

***Overall Responsibilities - Regional Conference***

- Encourage regional workshops and sessions

***Overall Responsibilities - Annual Conference***

- Attend and participate in regional meetings at the national conference (i.e., team meeting, regional update, etc.).

***Benefits:***

NAFSA Region VII provides access to resources and networking throughout the year. Some of the benefits to you are:

- Meeting and networking with peers at other organizations institutions within the region
- Serving as mentor to others and identifying resources to the betterment of colleagues
- Gaining visibility on your own campus as a leader in the field of International Education
- Building your resume by documenting your strengths and expanding your experience.
- Learning more about NAFSA's strategic directions and organizational structure.