



## NAFSA: Association of International Educators Volunteer Position Description

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**Position:** Admission and Credential Evaluation (ACE) Network Leader

**Committee:** International Enrollment Management Knowledge Community (IEM KC)

**Term Dates:** January 1, 2018 – December 31, 2019  
Two (2)-year term, renewable for one (1) additional year

**Last Updated:** August 28, 2017

### 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

- Monitors and participates in the ACE discussion forum
  - Maintains the *What's New* section of the landing page
  - Ensures responses to any unanswered postings
  - Flags content for removal as needed per the Terms of Use and Netiquette
  - Addresses technical aspects of the network in collaboration with Web Services staff
  - Works with NAFSA staff to ensure a strong, dynamic sense of community amongst subscribers
- Serves on the ACE Subcommittee which is charged with producing the IEM Spotlight newsletter
- Promotes professional development of members of the ACE network
- Works closely with the IEM chair stream and takes the lead in projects assigned by the Chair
- Collaborates with other network leaders on cross-network resources and discussions
- Keeps abreast of trends and issues in the field and brings to the attention of the IEM Team
- Coordinates the creation of high quality & timely resources related to ACE
- Ensures the review & revision of existing resources as needed
- Refers international educators to appropriate network(s) and encourage participation in networks



### **Volunteer Commitment**

- Commit to serving the two-year position term
- Estimated time commitment is one to two hours per week, depending on network activity
- Participate in monthly conference calls with the IEM Team
- Participate in the network leader meetings and KC team meetings at the Washington Leadership Meeting in January (participation is funded by NAFSA)
- Attend NAFSA's Annual Conference every May & participate in the network leader and IEM Team meetings at the annual conference, usually Monday (leaders are responsible for travel, hotel, and meal costs for the AC)
- Subscribe to the network leader workspace and set preferences to receive e-mail announcements and discussion forum postings
- Serve as Review Team Member for Annual Conference Session and Workshop proposals and in roles as needed by the IEM KC Coordinator of the Annual Conference Committee

### **Required Qualifications**

- Be a current NAFSA member and continue membership throughout tenure
- Experience in international education with specific knowledge of – and currently working in – admissions and/or credential evaluation
- Demonstrated leadership skills, especially in building/supervising teams or work groups
- An active interest in assisting colleagues with professional and leadership development
- Excellent organizational and communication skills
- Familiarity with variety of forms of social media
- Experience using Web-based communication (*technical experience is not required*)
- Ability to make a two-year commitment

***If you wish to apply for this position, complete the member-leader application at <http://www.nafsa.org/applynow> and send a copy of your résumé to [leadership@nafsa.org](mailto:leadership@nafsa.org). Also, please include or update your skills and experience in NAFSA's Profile of Interest, Experience, and Expertise (PIEE) at [www.nafsa.org/PIEE](http://www.nafsa.org/PIEE), as we are always searching the database for potential leaders.***

**Deadline for applications: September 22, 2017**

**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; who 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.