

POSITION DESCRIPTION (NAFSA REGION IV)

International Education Leadership (IEL) Representative

Term: 2 Years

Appointment: By the Regional Chair-stream

Qualifications:

- A NAFSA and Region IV member
- Minimum of five years in international education
- Currently serving in a role related to the IEL Knowledge Community
- Demonstrated commitment to the field of international education
- Demonstrated commitment 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
- Experience as a presenter or coordinator on the regional level
- Currently working as a mid-career professional with a long-term commitment to international education and interest in the big picture and/or desire to advance to senior leadership OR currently working as senior international officer Comfortable working with senior and mid-career professionals
- Willingness to serve as a part of the regional leadership through working with the chair-stream on team training, conference planning, and regional goals
- Support of home institution to carry out responsibilities of the position, including attendance at required meetings (see below)

Responsibilities:

- Serve to represent the interests of individuals who affiliate with the International Education Leadership Knowledge Community (IELKC) in Region IV, ensuring that the concerns and needs of senior and mid-career professionals are appropriately voiced and supported through all regional endeavors, as appropriate.
- Serve as an information source for issues and topics in international education to all individuals in Region IV related to International Education Leadership.
- Distribute information to individuals on and opportunities offered through NAFSA for individuals interested in International Education Leadership.
- Submit announcements and articles to the Region IV newsletter, as needed
- Connect with the national IELKC through the following ways:
 - Communicate with the IELKC Regional Rep Coordinator
 - Subscribe to both IELKC networks and participate during the year as appropriate
 - Attend the national IELKC meeting at NAFSA as possible – unfortunately the IELKC national team cannot fund that so it is optional but encouraged
 - Attend the IELKC annual breakfast at the conference (usually Weds morning, this will be funded)
- Ensure there are IELKC offerings at regional conferences as possible, including but not limited to:
 - Sessions for senior and mid-career colleagues
 - Networking time for senior and mid-career colleagues
 - Pre-conference workshops for senior and mid-career colleagues

- Encouraging senior and mid-career colleagues to propose and present
- Sessions and workshops
- Work with the team to ensure high quality International Education Leadership in state-level meetings and workshops, and to encourage membership of International Education Leadership professionals in NAFSA .
- Provide materials and links to the Region IV website on topics of International Education Leadership .
- Provide assurance to new professionals in the International Education Leadership area in the region, introducing them to key materials, answering questions, and putting them in touch with others who can help.
- Participate in the activities and training of the IELKC, keeping the national coordinating group informed of activities in the region, such as listing of the International Education Leadership sessions planned for the regional conference, a report of how the sessions were received, and news of other workshops and activities conducted in the region for International Education Leadership professionals.
- Be an ear for International Education Leadership at the regional level to determine what issues and concerns are most pressing for professionals in this area. Pass along this information to the International Education Leadership Knowledge Community.
- Work with the conference-planner and chair-stream on conference planning by:
 - Participating in the planning of the regional conference to ensure content of interest to International Education professionals are in the conference sessions, speakers, and workshops.
 - Helping review session proposals for International Education Leadership if requested.
 - Sending out acknowledgement e-mails of session proposals.
 - Sending out acceptance e-mails of sessions.
 - Make recommendations after reviewing the session evaluations.
 - Find lead trainers for the International Education Leadership workshops .
- Serve as a mentor for mentor/mentee program.
- Prepare written reports of activities for the fall conference and spring team training .
- Provide other necessary information and reports, as requested by the chair and the NAFSA National office .
- Assist the Public Policy Representative in advocacy efforts within Region IV.
- Performs duties as assigned by the chair.
- Assist Region IV chair-stream in identifying potential candidates as a successor. Ensure a smooth transition for the successor to the Region IV International Education Leadership.
- Store all material used or developed on the NAFSA National e-community for Region IV International Education Leadership Representative.

Required meetings and travel:

- Spring Team/Conference Planning Meeting (travel, shared lodging, and meals covered)
- Annual Conference (reimbursed \$100), attending these sessions as possible:
 - Region IV Team Meeting (attendance required for reimbursement)
 - Region IV Update Meeting
 - National Team Meetings related to your position
- Regional Conference (reimbursed \$100), attending these sessions as possible:
 - Team Meeting (attendance required for reimbursement)
 - Opening Reception
 - Leadership or Newcomers Meeting

- All Special Events
- State meetings, as is possible

Benefits:

NAFSA Region IV provides access to resources and networking throughout the year and the work could not be accomplished without the skills of an accomplished regional team. Some of the benefits to you are:

- Meeting and networking with peers at other organizations and institutions within the region
- Serving as a mentor to others and identifying resources to support the needs of individuals within the region
- 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