

POSITION DESCRIPTION (NAFSA REGION IV)

Regulatory Ombudsperson

Term: 2 years

Appointment: Appointment to the position is made by the Vice President for Public Policy and Practice in consultation with the respective Regional Chair. Regulatory Ombuds also serve as a member of the National Regulatory Ombud Subcommittee.

Short Description:

The Regulatory Ombuds provide regulatory liaison assistance to members and other advisers in NAFSA region IV. The Reg Ombud refers the individual to the NAFSA website, the Adviser's Manual, and/or the KC-ISSS representative(s) for basic inquiries about immigration knowledge or when repeated errors result in the need for case intervention

Qualifications:

- A NAFSA and Region IV member
- Demonstrated commitment to international education and exchange
- 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
- Minimum two years DSO/ARO experience and demonstrated expertise with current US immigration policy; practice within an educational setting
- Ability to communicate with colleagues and government officials in a collegial and diplomatic fashion
- 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)

Desired Qualifications:

- Availability to attend Regulatory Ombud training, national conference, and Service Center meetings as necessary
- Experience working with SEVIS
- Strong organizational skills

Responsibilities:

Within the overall purview above, this position works in the following functional areas:

1. Provide case intervention/regulatory problem solving and engage in practice advocacy.
2. Provide case-based technical assistance to IE professionals and to government officials at the local/district/regional levels.
3. Report trends and disseminate information to the Region regarding the interpretation of agency practices.
4. Assist Regional Conference Planning by being the point person to invite representatives of local/district/regional government offices to present sessions at the Regional Conference.

5. Contribute to NAFSA's data collection efforts, primarily through IssueNet's Get Liaison Help, the interactive online tool developed for regulatory problem solving and case assistance.

On average, 4-5 hours per week per month will be needed to complete the ongoing work. The heaviest periods of work will occur in:

- March-- Regulatory Ombud Subcommittee Training
- April/May-- preparing for and attending the leadership meetings right before the Annual Conference
- Late summer-Fall—Preparing for Regional Conferences (depending on regional structure)
- Regulatory Ombuds will collaborate with the KC-ISSS Regional Representatives in their regions.

Required meetings and travel:

- Regulatory Ombud Subcommittee Training in Washington DC (travel, shared lodging, and meals covered)
- 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