

POSITION DESCRIPTION (NAFSA REGION IV)

International Enrollment Management (IEM) Representative

Term: 2 years

Appointment: By the Chair-stream

Qualifications:

- A NAFSA and Region IV member
- Two years of relevant experience
- Currently serving in a role related to the IEM Knowledge Community
- 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
- Willingness to serve as part of the regional leadership by working with the chair stream on team training and conference planning
- 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 Knowledge Community of International Enrollment Management (IEM) in Region IV.
- Serve as an information source for issues and topics in international education to all individuals in Region IV related to International Enrollment Management.
- Distribute information to individuals on opportunities offered through NAFSA for individuals interested in International Enrollment Management.
- Coordinate the activities of a committee of International Enrollment Management professionals in the region to serve the region. The committee should include members responsible for recruitment, admissions, credential evaluation, English Language Programs administration, as well as other identified areas in the International Enrollment Management area.
- Work with the team to ensure high quality International Enrollment Management in state meetings and workshops, and to encourage membership of International Enrollment Management professionals in NAFSA.
- Provide materials and links to the Region IV website on topics of International Enrollment Management.
- Represent international/intercultural teachers', trainers', and researchers' interests at the regional meetings and regional issues in the Knowledge Community meetings at the national level.
- Work with State Representatives to ensure high quality International Enrollment Management content in state meetings and workshops, and to encourage membership of Education Abroad professionals in NAFSA.
- Provide assurance to new professionals in the International Enrollment Management 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 International Enrollment Management Knowledge Community, keeping the national coordinating group informed of activities in the region, such as listing of the International Enrollment Management 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 Enrollment Management professionals.
- Be an ear for International Enrollment Management 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 Enrollment Management 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 Enrollment Management professionals is in the conference sessions, speakers, and workshops.
 - Review session proposals for IEM
 - Serve as a mentor for mentor/mentee program
 - Make recommendations after reviewing the session evaluations
 - Find lead trainers for IEM workshops
- Prepare written reports of activities for the fall conference and spring team training
- Provide necessary information and reports, as requested by the chair and the NAFSA National office
- Assists the Public Policy Representative in advocacy efforts within Region IV
- Performs duties as assigned by the chair
- Follow the check list provided by the team and make revisions
- Assist Region IV chair stream in identifying potential candidates as a successor
- Ensure a smooth transition for the successor

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/institutions within the region
- Serving as mentor to others and identifying resources for 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