

POSITION DESCRIPTION (NAFSA REGION IV)

International Student & Scholar Services (ISSS) Representative

Term: 2 years

Appointment: By Regional Chair-stream

Qualifications:

- A NAFSA and Region IV member
- Two years of relevant experience
- Currently serving in a role related to the ISSS Knowledge Community
- Experience providing F-1 and/or J-1 regulatory training at a local, regional, or national level
- 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 through 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) and monthly conference calls

Responsibilities to NAFSA's KCISSS Regional Liaison Group

- Report to the KCISSS regional liaison group during conference calls and meetings KCISSS-related news, updates, trends, and issues from Region IV
- Report to KCISSS regional liaison group during conference calls and meetings the work that has been and will be accomplished in the coming months in this position
- Plan, facilitate, and evaluate a session, meeting, or task for the NAFSA conference (for example, KCISSS Buddy Program, KCISSS networking reception, KCISSS update session)
- Perform additional duties as assigned by NAFSA KCISSS chair

Responsibilities to NAFSA's Region IV

- Represent the interests of Region IV individuals affiliated with KCISSS at professional discussions and meetings as well as during phone and email communication related to this position
- Understand the general training and professional development needs of Region IV individuals affiliated with KCISSS
- Serve as information source regarding KCISSS-related issues and topics for Region IV individuals who affiliate with KCISSS, making referrals to relevant resources and individuals, as needed
- Distribute information regarding opportunities offered through NAFSA to Region IV individuals who affiliate with KCISSS
- Encourage international student and scholar advisers to become NAFSA members and engage in professional activity through NAFSA
- Encourage the submission of high quality session and workshop proposals regarding international student and scholar issues for professional meetings at the state, regional, and national level

- Provide KCISSS-related news and updates for Region IV website and/or e-newsletters
- Report to Region IV leadership team during conference calls and meetings work in this position that has been accomplished in the past weeks and work that will be accomplished in the coming weeks.
- Collaborate with Region IV chair to evaluate Region IV conference session proposals
- Assist the Region IV student and scholar regulatory ombudspersons to plan, facilitate, and evaluate regulatory sessions for the regional conference
- Assist Region IV public policy representative in KCISSS-related advocacy efforts
- Perform additional duties as assigned by Region IV chair
- Assist Region IV chair-stream to identify potential candidates as successor for this position
- Cooperate with successor for this position to ensure a smooth transition

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