

## **Position Description**

### **NAFSA Region IV Representative**

#### **Knowledge Community for International Student and Scholar Services (KCISSS)**

(At the national level, this position is known as Region IV KCISSS Liaison.)

**Term:** Two years

**Appointment:** By Region IV chair stream (past chair, chair, and chair-elect)

#### **Qualifications:**

1. Current NAFSA member within Region IV
2. Recent professional experience in the field of international student and scholar services
3. Willingness to serve as a part of the Region IV leadership team
4. Experience providing F-1 and/or J-1 regulatory training at a local, regional, or national level
5. Experience with helping to plan a professional conference
6. Employer support to participate in the following conference calls
  - a. On a monthly basis with other KCISSS regional liaisons, led by the NAFSA KCISSS chair
  - b. With the Region IV leadership team in the months before the Region IV conference
7. Employer support to attend the following annual events
  - a. NAFSA Region IV Conference
  - b. NAFSA Conference (Region IV team meeting, KCISSS regional liaison meeting, KCISSS update session)
  - c. NAFSA Region IV spring team training (expenses reimbursed)

#### **Responsibilities to NAFSA's KCISSS Regional Liaison Group**

1. Report to the KCISSS regional liaison group during conference calls and meetings KCISSS-related news, updates, trends, and issues from Region IV
2. 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
3. Plan, facilitate, and evaluate a session, meeting, or task for the NAFSA conference (for example, KCISSS Buddy Program, KCISSS networking reception, KCISSS update session)
4. Perform additional duties as assigned by NAFSA KCISSS chair

#### **Responsibilities to NAFSA's Region IV**

1. 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
2. Understand the general training and professional development needs of Region IV individuals affiliated with KCISSS
3. 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

4. Distribute information regarding opportunities offered through NAFSA to Region IV individuals who affiliate with KCISSS
5. Encourage international student and scholar advisers to become NAFSA members and engage in professional activity through NAFSA
6. 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
7. Provide KCISSS-related news and updates for Region IV website and/or e-newsletters
8. 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.
9. Collaborate with Region IV chair to evaluate Region IV conference session proposals
10. Assist the Region IV student and scholar regulatory ombudspersons to plan, facilitate, and evaluate regulatory sessions for the regional conference
11. Assist Region IV public policy representative in KCISSS-related advocacy efforts
12. Perform additional duties as assigned by Region IV chair
13. Assist Region IV chair-stream to identify potential candidates as successor for this position
14. Cooperate with successor for this position to ensure a smooth transition