

***NAFSA: Association of International Educators
Volunteer Position Description***

Position: Regulatory Ombuds, Region VIII

Committee: NAFSA Region VIII Team

Appointment: By Regional Chair

Term Duration: 2 years

Overall Responsibility

- The Regulatory Ombuds provide regulatory liaison assistance with USCIS to members and other advisers in Region VIII.
- Provide case intervention/regulatory problem solving with USCIS and engage in practice advocacy.
- Provide case-based technical assistance to IE professionals and to government officials at the regional level.
- Report trends and disseminate information to the Region regarding the interpretation of agency practices.
- Contribute to NAFSA's data collection efforts, primarily through IssueNet's Report and Issue function and provide individual case assistance with USCIS through IssueNet's Get Liaison Help function. IssueNet is NAFSA's interactive online tool developed for regulatory problem solving and case assistance.
- Participate in the National Regulatory Ombud Sub-Committee of ISSRP
 - Participate in monthly conference calls
 - Attend Regulatory Ombuds Meeting at the end of WLM
 - Attend Regulatory Ombuds Meeting at National Conference
- Attend and participate in regional team meetings in the spring at the conference location (Spring Team Meeting), national conference, and pre-and post meetings at the regional conference.
- Serve as a responsible member of the team, keeping regulatory interests in mind.
- Maintain an ongoing file of regulatory activities: a resource/information file.
- Participate in virtual discussions of national regulatory network(s).
- Disseminate information of interest members through articles in the regional newsletter and e-mails to individuals in Region VIII.
- Serve as resource to constituents in the region; elicit feedback on issues.
- Coordinate appropriate regulatory portion of the regional conference program.
- Serve as the point person to invite representatives of local/district/regional government offices to present sessions at the Regional Conference.
 - Initiate special activities. Encourage integration of KC with other NAFSA KC's through cross- KC programming.

- Solicit proposals, identify and cultivate potential session chairs and topics.
- Assist Workshop Coordinator with identifying Workshop facilitators.
- Serve as the point person to invite representatives of local, district, or regional government offices to present at the Regional Conference.
- Review and work with session chairs to ensure that session descriptions are clear and concise and reflect intended content.
- Sit in (at least briefly) on each of your sessions to get a feel for how they are going. Take notes, if appropriate, for future planning. Get a head count of attendees.
- Organize and read Session Evaluation Forms for your KC's sessions to nominate sessions for Regional Highlights at the annual meeting.
- Report on KC activities to the Regional Team/members at the following meetings/events:
 - Region VIII Spring Team Meeting
 - Region VIII Team meeting at the annual conference
 - Region VIII Update at the annual conference
 - Town Hall / business meeting at the Region VIII conference
- Attend and participate in annual conference KC meetings.
- Encourage regional workshops and sessions dealing with regulatory topics.
- Assist Chair Stream in recruiting, selecting and training replacement. Serve as mentor to successor.
- Assess / develop / recruit potential new leaders for NAFSA leadership positions (i.e. Region VIII Team and beyond [potentially])
- Identify potential members and encourage membership in NAFSA.

Basic Functions

Reports to the Regional chair. Actively participates in the work of the regional team; provides thoughtful input to the deliberations of the team; focuses on the best interest of NAFSA and the team rather than on personal or constituent interests; and works toward fulfilling the team's goals.

Required Qualifications

- A member of NAFSA in Region VIII
- Experience as a presenter or coordinator on the regional level
- Ability to foster communication between the national and regional levels
- Minimum two years DSO/ARO experience and demonstrated expertise with current US immigration policy & practice within an educational setting
- Willingness to promote NAFSA

Please refer to the NAFSA national website for more information on regulatory issues:
<http://www.nafsa.org/regulatoryinformation/default.aspx>

Last Updated: August 2016