



NAFSA: Association of International Educators: Region XII

Job Description: KC International Enrollment Management (IEM) Representative

Term: Two years

Appointment: By the Regional Chair in consultation with the Region XII Chair Stream (Chair-Elect and Past Chair)

Qualifications:

- A minimum of 2 years' experience in the field of international education, including work with International Enrollment Management
- Willingness to serve as a part of the regional leadership and work with the chair-stream on team training and conference planning
- Must have the support and backing of one's institution/organization and direct supervisor to carry out the responsibilities of the position
- Ability to attend all Region XII team meetings, NAFSA Annual Conference and Region XII Fall Conference
- Engage in routine business and online correspondence with the Region XII team
- NAFSA membership encouraged, but not required

Responsibilities:

- Serve as liaison between the International Enrollment Management (IEM) community, the Regional Team, and NAFSA.
- Plan a minimum of two IEM-focused engagement activities a year for Region XII, outside of activities held at regional conferences.
- Coordinate and collaborate with the IEM representatives from the Districts within the region to encourage the inclusion of IEM institution professionals in regional and national roundtables, sessions, workshops, and programs.
- Identify and share member identified issues and trends in the IEM field
- Assist in coordination of the IEM portion of the regional conference; encourage well-qualified IEM professionals in the region to speak at regional conference sessions, become in-service trainers, and sponsor workshops.
- Provide IEM items for the Region XII Newsletter Serve as a resource to constituents in the region; elicit feedback on issues and report on IEM activities to the Regional Team
- Assist in identifying future potential candidates for the KC EA Representative at the end of your term. Participate in the training of the new KC EA Representative.
- Provide the Regional chair with an annual report of activities and other reports as may be necessary
- Update NAFSA RXII Regional Team Shared Folder with information relevant to position to ensure continuity and historical information for future leaders and activities
- The KC IEM Representative may also serve as a member of the KC National Team. Duties for the KC IEM National Team may include, but are not limited to:
 - Communicating Regional issues to National leadership
 - Participating in National Team meetings at the annual national conference
 - Providing input on the National EA Working Plan
 - Participating in National Conference activities