



Admissions & Enrollment Rep

International Educators of Illinois

Term Length: 2 years (renewable up to 4 years total)

Qualifications:

- 2+ years experience serving in a role related to International Enrollment Management (IEM) knowledge community
- Support of employer to carry out responsibilities of the position, including attendance at required meetings
- Demonstrated commitment to professional development through participation in conferences, workshops, or other volunteer activities

Appointment:

- The Chair, Chair Elect, and Past Chair will review applications and make nomination recommendations to the IEI Leadership Team. The IEI Leadership Team will discuss the nominees and vote to determine the elected individual.
- If the individual is unable to perform the required duties, the IEI Leadership Team may ask a member to step down from his/her position.

Position Responsibilities:

- Serve as a contact person and resource for IEM issues and topics
- Foster communication with IEM professionals
- Collaborate with other IEM professionals to plan program sessions for the IEI Annual Conference and other activities for membership in the state
- Present at least one workshop or session at the IEI Annual Conference
 - Present or recruit a presenter for the Fundamentals of Credential Evaluation half-day workshop
- Review IEM knowledge community session and workshop proposals for the IEI Annual Conference
- Provide one Eye on Illinois webinar and one Newsletter Article annually
- Coordinate with other IEI Leadership Team "Rep" members on programming/events throughout the year
- Provide IEM materials for the IEI website as needed or requested

Shared Leadership Responsibilities:

- Serve as a Mentor for the Mentorship Program as needed
- Identify potential members and encourage membership in IEI
- Assist in preparations and planning for the IEI Annual Conference, including contributing as part of a planning committee with other IEI Leadership Team members
- Assist Chair and other IEI Leadership Team members as needed
- Attend and participate in IEI meetings and conferences including the IEI Leadership Team retreat, regular check-ins with Chairstream, and pre-conference retreat
- Assist the team in planning for events