

Build Your Professional Reputation and Get Noticed in International Education

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2. Some are very open to new ideas and cultures.
3. Some are eager to learn from their new colleagues.
4. Seek input from others
5. Sincere interest in learning from others
6. Seek out the advice of more experienced professionals in making judgment calls
7. Been tolerant and receptive to learning about others (cultures, etc)
8. A willingness to learn new skills.
9. Willingness to ask questions and learn at conferences.
10. Expressing a genuine interest in other cultures and caring about the individual before them without being limited by the filter of recent history or stereotypes.
11. Reaching out to colleagues to talk through confusing issues, no matter how "basic" it may seem. Asking for advice shows thoughtfulness and caring - and shows self-reflection.

Additional International Education Experiences

5. Participation in state and regional programming and volunteer opportunities, and the NAFSA Academy.

Asked Questions – 3

1. Asking questions.
2. Asked informed questions
3. Ask questions - we are always learning and this is especially true of new practitioners.

Other – 19

1. Be respectful of my time
2. Follow up with "thank you"s after meeting
3. Remember me later
4. Support the students in every way to help them when they need it the most.
5. They are flexible and respond well to the "need of the moment".
6. take initiative
7. Take initiative - ex. look up the regulations
8. keep current on trends and legislation affecting the field
9. New professionals still seem to like working with international students, which is refreshing.
10. Outgoing, listen to mentors, bring new ideas to office
11. Willingness to network and build a professional cadre as a resource. and maintaining a positive and helpful personal attitude.
12. Showing a willingness to help.
13. If you have a question, don't just ask someone to give you the answer. First, use all the resources you have available (NAFSA manual, regulations, etc) and determine what you think the answer is. Then, run your solution by a colleague. Ask your colleague what resources they use and to show you how they came up with that solution.
14. When someone shows you how to do something (for example, how to authorize part-time on an I-20), write down the steps in a way you will be able to remember them. Make a repository of this information for yourself, like a wiki site. In my office we have a Google wiki site for all of our policies and procedures, and we also record solutions to unique and/or complicated student issues so that we can go back and refer to them if necessary. This allows us all to "help ourselves."
15. Tell me what is the best way for me to teach you. Do you learn best by doing? Do you learn best by reading the instructions, observing me with other students, or do you like to just jump in and figure it out as you go? What are you good at, and what are you bad at? Clearly communicating these things with your colleagues (and asking them to communicate to you, too) can aid in forming a powerful team that plays to each team member's strengths.
16. Recognized IE as a professional field
17. Desire to assist with presentations as they feel comfortable.
18. Interest in being involved.
19. Shared sense of values

Things that Build Negative Impressions

Rudeness/Arrogance/Bad Attitude - 16

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1. Be arrogant or rude
2. Insult me or someone I'm with
3. Critique without offering suggestions on improvement
4. Short and rude communications
5. Making negative assumptions when something doesn't quite work the way we would want it to, whether it be about the motivations/character of a co-worker who has made a mistake or higher-level decisions in the institution that one doesn't understand.
6. Manage their expectations of others (getting upset when things don't go their way)
7. negative attitudes
8. unwelcoming demeanor (feel "above" others)
9. Closed social cliques
10. Acting with an absent mindedness of the common humanity shared by people from all reaches of the globe.
11. Negative and cynical attitude.
12. Over confidence.
13. Showing a lack of enthusiasm.
14. Not having a sense of humor about the stress
15. Expressing shyness rather than openness and friendliness.
16. don't practice active listening skills

Not willing to accept work outside of or learn more than what's in their strict job description -

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5. Made typos and grammatical errors in their emails, profiles and CVs
6. Partied too much at conferences
7. not listening
8. Unprofessional dress and demeanor
9. Unwillingness to turn off technology while presenters are speaking.

Narrow Scope/Focusing on the Small Picture - 7

1. Not understand the bigger picture beyond their world.
2. Some don't want to learn about the job from the student's perspective. They want to tell students what to do, but don't check to see if the information makes sense to the student.
3. Not be aware of issues in the field.
- 4.

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10. refer to policies and procedures to know what to do instead of problem-solving on their own
11. New professionals sometimes seem to present an unrealistic view of what international educations can actually do to help our students and scholars.
12. New professionals are sometimes unaware of available resources
13. don't seem to want to learn, not understand the importance of institutional (*International?*) culture
14. being overly dramatic when something goes wrong
15. lack of understanding that they are on a team
16. not staying updated on recent changes
17. Not communicating their needs.
18. Being resistant to change or using new technology.
19. Not been connected outside his/her institution
20. Being unprepared when going on an international recruitment trip.
21. Feeling that international recruitment is the same as domestic recruitment.
22. Concentrate too much on numbers as opposed to outcomes
23. Fail to engage productively in conversations by either being overly engaged and not actively listening to others or by not contributing because they are not confident in sharing ideas, educated opinions or experiences that would add value to the dialogue.
24. Asking broad, general questions about the field that can easily be answered by doing a little research
25. Trying to impress me with how much they know and exaggerating their knowledge/experience; selling themselves too hard

Strategies

Improve yourself/Adapt to the work – 18

1. Do self growth work to better understand how your own identity plays into your effectiveness.
2. Taking courses on how to supervise people was key to helping me achieve higher positions in my career.
3. Consistent personal/professional introspection/reflection
4. Stay humble and remember there is always more to learn.
5. Keep learning and educating yourself. Revisit things that are 'comfortable' -- you will be surprised what you may have forgotten.
6. Read psychology, education, and international education materials.
7. I read scholarly articles about the field of international education.
8. dedicate yourself to being a life-long learner
9. Being curious and passionate about how I can improve my institution. That means learning as much as possible about my school, both the interests and initiatives of high-level leadership and what students are talking about, and thinking of my work in those contexts. For example, if the Provost of your institution fields a high-level committee to study graduate students' time to degree, think about what you or your office contributes to support international students optimally to achieve better time to degree. If students are passionately engaged in a given issue, how can you be helpful, always remembering that you are an educator.
10. To be open to learning and training
11. To gain experience in as many areas as possible
12. I found that being an adaptive learner served me well. Our field is ever-evolving so you have to be able to assess future needs and develop your skills to meet those needs.
13. Never stop pursuing knowledge

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1. Get involved to meet as many new people as possible.
2. Networked with international educators
3. Get to know people in the field and ask questions.
4. I network but I'm not cheesy. I used Facebook and LinkedIn to connect
5. Building relationships with more experienced colleagues in the field has been invaluable. They can provide guidance when I have tough questions, and they also help to open doors to professional development activities that I wouldn't have otherwise known about.
6. Build your network of professionals who can help and advise you
7. I work closely with the most knowledgeable colleagues in my field
8. Networking, not being afraid to ask for advice but balance that with sharing and supporting others.
9. Network, network, network
10. Network whenever possible.
11. Working to maintain professional relationships with colleagues across the field

Get Involved with NAFSA/ Other Int'l Ed Orgs. – 10

1. NAFSA is a great organization, so get involved! As Susan Thompson says, all you have to do to get

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9. Remember this always: we work with people, not widgets. People are messy and complicated and time consuming.
10. Share knowledge with others.
11. I'm not afraid to be wrong.
12. It has been extremely important in my career that I make the case for my own professional development by clearly articulating how it would benefit the institution and my advising population
13. I've made some edgy decisions in my career, and they have fortunately all worked out - I wasn't afraid to try new things and to take risks.
14. It is also critical to be patient, to play politics VERY wisely (understanding that, particularly for those in leadership positions, they must be played), and to be respectful, at all times, of everyone.
15. being creative in problem-solving and coming up with options if possible
16. modifying programs and services based on student feedback but not being slavish to their demands
17. writing clearly and concisely
18. documenting decisions and student acceptance of decisions on difficult matters or grey areas of the regulations
19. I read and r

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7. And always speak up if you have questions!
8. Be ready to learn from anyone around you
9. Listen to people who have been in the field
10. Understand that as new professionals [you] need to learn
11. Take advantage of professional development opportunities to learn as much as you can, even if it takes you beyond your normal areas of responsibility.
12. Attend any local events of international education professionals. In the Boston area one university hosts monthly meetings that are open to international adloonal denat(as)-3(ne)-7(w)11(l)esy fc0(04(en)o-4(e)/F)7(d)]

Be Friendly & Respectful – 13

1. Be the person folks want to sit next to in a cubicle for the next 10 years
2. Be authentic.
3. Help others along the way up.
4. Listen (don't always dominate conversations with your own travel experiences, but listen to others and ask directive questions to build intercultural awareness in others (and self))
5. Be patient - with yourself and with others.
6. Be seen as a proactive, pleasant problem-solver.
7. Try to leave your ego at the door.
8. Humility!
9. New opportunities come to people known for being able to get things done, and getting them done in a collegial, collaborative way that builds good long-term working relationships.
10. Be passionate. Be responsible
11. Before I speak, I try to evaluate what I am about to say with this test: Is it necessary? Is it true? Is it kind?
12. Be friendly and relate-able to students and staff alike.
13. Treat others with respect

Volunteer for Other Jobs & Opportunities – 9

1. Volunteer and be willing to be flexible in the types of work you do.
2. Learn how to manage when you're young by taking on more leadership.
3. get outside of your comfort zone and push yourself a little
4. Be helpful to others - you never know what skills or knowledge you'll gain for helping on a project that isn't part of your job.
5. Get involved. Do a little bit more.
6. Get involved!!! campus, local, state, region, national
7. A good reputation stems from positive actions and attributes. More than being perceived as having a good reputation, new professionals need to take risks by joining teams and professional organizations, even discussion forums, to gain exposure. From there, the new professional should be willing to work hard, collaborate, and learn from others; a positive reputation will follow.
8. Engage in the profession beyond your day-to-day responsibilities
9. Volunteer in small ways

Be Careful About Your Image/Reputation - 6

1. Be on time, proofread everything, dress professionally, stay positive and don't complain or bad mouth others, don't use foul language or tell inappropriate jokes, be very careful of your image online
2. Don't worry about building a reputation. Just do good work and the reputation will follow.
3. Clean up your Facebook page or create another page that you use for work. Have fun at NAFSA conferences, but don't stay out all night, every night.
4. do more of the things that create a positive impression and less of the negative ones
5. Remember that your reputation outlasts your current mood.
6. It's okay to bring attention to yourself for the right reasons, but someone's memory of you shouldn't be something wild and crazy you did, but rather an insightful question that you asked or the professional manner with which you made a presentation.

Be Reliable/Ethical – 6

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10. Read professional materials.
11. Know facts and statistics.
12. Grow professionally - conference presentations, etc.
- 13.