

POSITION DESCRIPTION (NAFSA REGION IV)

Community and Two-year Colleges Representative

Term: 2 years

Appointment: By Regional Chair-stream

Qualifications:

- A NAFSA and Region IV member
- Two years of relevant experience
- Demonstrated commitment to international education and exchange
- Demonstrated commitment to the concept of professional development through participation in conferences and workshops
- Ability to foster communication between the national and regional levels
- Observance of NAFSA's statement of Ethical principles
- Working in a capacity of international education at a community or two-year college
- Willingness to serve as a part of the regional leadership by working with the chair-stream on the team training and conference planning.
- Support of home institution to carry out responsibilities of the position, including attendance at required meetings (see below)

Responsibilities:

- Serve to represent the interests of community and two-year colleges in the region.
- Maintain a list of community and two-year colleges for Region IV.
- Be aware of action or proposed action of legislative bodies or state agencies in the region that might affect community and two-year colleges. Develop a plan of action in conjunction with the Public Policy Representative.
- Serve as an information source for issues and topics in international education to all? Community and two-year colleges in Region IV.
- Distribute information to community and two-year colleges on opportunities offered through NAFSA and knowing who to contact for further information about them.
- Encourage community and two year colleges to become members of NAFSA, to attend NAFSA conferences and to purchase NAFSA publications.
- Provide materials and links to the Region IV website on topics of interest to professional and community colleges and one person offices.
- Work with State Representatives to ensure content of interest to community and two-year colleges.
- Promote the participation in state meetings and workshops of professionals from community and two-year colleges.
- Provide assurance to new professionals from community and two-year colleges in the region, introducing them to key materials, answering questions, and putting them in touch with others who can assist them into the profession.
- Identify and involve other colleagues at community and two-year colleges who can help strengthen activities.
- Attend regional and national conference sessions which focus on community and two-year colleges.

- Works with the conference-planner and chair-stream on conference planning by:
 - Prepare a one-page handout for the conference packet for community and two-year colleges as to the updates from NAFSA National
 - Sign-up to be a mentor at the Region IV conference
 - Plan one session for community and two-year colleges
 - Write to all the newcomers from community and two-year colleges in Region IV welcoming them to Region IV
- Prepare written reports of activities for the fall conference and spring team training.
- Provides necessary information and reports, as requested by the chair and the NAFSA National office.
- Submit announcements and articles to the Region IV newsletter, as needed
- Assists the Public Policy Representative in advocacy efforts within Region IV.
- Performs duties as assigned by the chair
- Assist Region IV chair-stream in identifying potential candidates as a successor
- Ensure a smooth transition for the successor to the Region IV Community and Two Year Colleges Representative
- Store all material used or developed on the NAFSA National e-community for Region IV Community and Two Year Colleges Representative folder

Required meetings and travel:

- Spring Team/Conference Planning Meeting (travel, shared lodging, and meals covered)
- Annual Conference (reimbursed \$100), attending these sessions as possible:
 - Region IV Team Meeting (attendance required for reimbursement)
 - Region IV Update Meeting
 - National Team Meetings related to your position
- Regional Conference (reimbursed \$100), attending these sessions as possible:
 - Team Meeting (attendance required for reimbursement)
 - Opening Reception
 - Leadership or Newcomers Meeting
 - All Special Events
- State meetings, as is possible

Benefits:

NAFSA Region IV provides access to resources and networking throughout the year and the work could not be accomplished without the skills of an accomplished regional team. Some of the benefits to you are:

- Meeting and networking with peers at other organizations and institutions within the region
- Serving as a mentor to others and identifying resources to support the needs of individuals within the region
- Gaining visibility on your own campus as a leader in the field of international education
- Building your resume by documenting your strengths and expanding your experience
- Learning more about NAFSA's strategic directions and organizational structure