
**NAFSA: Association of International Educators
HBCU-MSI Representative Position Description**

Position: Region VII HBCU-MSI (Historically Black Colleges & Universities and Minority Serving Institutions) Representative

Appointment: By the Regional Chair in consultation with current Region VII HBCU-MSI Representative

Term: 3 Years

Qualifications:

A NAFSA member

- Minimum of 2 years experience in the field of international education
- Preference will be given to an individual who is currently working at or who has previously worked at an HBCU or MSI.
- Demonstrate connections within international education and/or the Region.
- Demonstrate dedication to supporting diversity within international education and awareness of HBCU & MSIs interests and/or underrepresentation in international education.
- Demonstrated commitment to international education and exchange and 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
- Demonstrated experience at the regional level (i.e., presenter, holding leadership position(s), etc.)

Meetings:

- Spring Team Meeting (February/early March) – (Region VII pays for mileage, shared lodging and meals)
- State Meetings, as is possible
- Annual Conference
 - Team Meeting
 - Regional Update Meeting
- Regional Conference
 - Newcomers Orientation
 - Opening Reception
 - All special events (i.e., plenary, closing celebration, regional business meeting)
 - Pre & Post Conference Team Meetings

Overall Responsibilities - Year Round

- Perform outreach to HBCUs & MSIs and identify constituents at those institutions who are involved in international education. Site visits with appropriate follow-up as monetarily feasible.
- Develop and maintain a database of contacts at HBCUs & MSIs, in consultation with State Representatives. Maintain contacts with HBCUs & MSIs in the region and nationally as appropriate.
- Serve as a liaison to the Regional State reps as it relates to timely/relevant resources for State Meetings. Encourages the appointment of state HBCU-MSI Representatives. Coordinates information and activities among state representatives.

- Provide updates to members via listserv, highlighting upcoming events of interest and reporting news of particular HBCU & MSI interest.
- Maintain flow of information between NAFSA and individual HBCUs & MSIs in Region VII. Actively communicate to Region and NAFSA National the ideas, issues, challenges, etc. of HBCUs & MSIs.
- Join efforts with the National Association for Equal Opportunity in Higher Education (NAFEO), the United Negro College Fund (UNCF), The Hispanic Association of Colleges and Universities (HACU), The American Indian Higher Education Consortium (AIHEC), and other agencies to strengthen the message of inter-relatedness.
- Advocate for greater NAFSA participation of HBCU & MSI institutions by promoting the benefits available via active membership.
- Involve HBCU & MSI personnel in NAFSA activities at state, regional, and national levels through:
- Encouraging participation of HBCUs & MSIs in Regional conferences, as evidenced by session proposal submissions/presentations, attendance, workshop participation, and/or other areas as appropriate.
- Encourage professional development activity within the region.
- Assist Chair Stream in recruiting, selecting, and training replacement prior to the end of the three-year term.
- Ensure a smooth transition for the successor by serving as a mentor.

Overall Responsibilities - *Regional Conference*

- Represent the interests of the HBCU & MSI constituents at regional planning and policy sessions.
- Encourage regional workshops and sessions dealing with HBCU and/or MSI interests and concerns.

Overall Responsibilities - *Annual Conference*

- Attend and participate in regional meetings at the national conference (i.e., team meeting, regional update, etc.).

Benefits:

NAFSA Region VII provides access to resources and networking throughout the year. Some of the benefits to you are:

- Meeting and networking with peers at other organizations institutions within the region
- Serving as mentor to others and identifying resources to the betterment of colleagues
- 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.