

**NAFSA: Association of International Educators
Communications Coordinator Position Description**

Position: Region VII Communications Coordinator

Appointment: By the Regional Chair in consultation with Chair Stream and incumbent

Term: 3 Years

Qualifications:

- A NAFSA member
- Minimum of 2 years' experience in the field of international education.
- Previous experience with website maintenance and writing, editing and proofreading
- Commitment to NAFSA and regional team
- Institutional support for attendance at meetings
- 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)
- Annual Conference
 - Team Meeting
 - Regional Update Meeting
 - Communication Reps Meetings
- 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

- Responsible for the minutes for all team meetings.
- Set up and maintain listservs for Region VII team (add, delete, change subscriber information)..
- Maintain Region VII website on a continual basis with input and content from other team members as needed.
- Produce Newsletter:
 - Collect and edit content material from team members and others and present as a complete newsletter distributed to members via the listserv.
 - Establish newsletter submission deadlines.
- Keep an archive of past issues of the newsletter.

- Participate in regional team meetings as the individual responsible for Region VII communication with members.
- Encourage professional development activity within the region.

Overall Responsibilities - *Regional Conference*

- Encourage regional workshops and sessions.

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.