

POSITION DESCRIPTION (NAFSA REGION IV)

Education Abroad (EA) Representative

Term: 2 years

Appointment: By Regional Chair-stream

Qualifications:

- A NAFSA and Region IV member
- Two years of relevant experience
- Currently serving in a role related to the EA Knowledge Community
- 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
- Experience as a presenter or coordinator on a regional level
- Recent experience as a professional in Education Abroad
- Willingness to serve as part of the regional leadership through working with the chair-stream on team training and conference planning
- Support of home institution to carry out responsibilities of the position, including attendance at required meetings (see below)

Responsibilities:

- Represent the interests of those who affiliate with the Region IV Knowledge Community of Education Abroad
- Serve as an information source for international education issues and topics to all those in Region IV related to Education Abroad
- Distribute information and opportunities offered through NAFSA for those interested in Education Abroad
- Coordinate the activities of a regional committee of Education Abroad professionals. The committee should include members responsible for study abroad services as well as other identified areas in the Education Abroad area
- Work with the State Representatives to ensure high quality Education Abroad in state meetings and workshops, and to encourage membership of Education Abroad professionals in NAFSA
- Provide Education Abroad materials and links for the Region IV website
- Represent international/intercultural teachers, trainers, and researchers' interests at the regional meetings and bring regional issues to the Knowledge Community meetings at the national level
- Provide assurance to new Education Abroad professionals in the region, introducing them to key materials, answering questions, and putting them in contact with others who can help
- Participate in the activities and training of the Education Abroad Knowledge Community, keeping the national coordinating group informed of regional activities, such as listing of the Education Abroad sessions planned for the regional conference, a report of how the sessions were received, and news of other Education Abroad regional workshops and activities

- Be an ear for Education Abroad at the regional level to determine what issues and concerns are most pressing for professionals in this area. Pass along this information to the Education Abroad Knowledge Community
- Work with the conference-planner and chair-stream on conference planning by:
 - Participating in regional conference planning to ensure that Education Abroad content is represented in conference sessions, speakers, and workshops
 - Review session proposals for Education Abroad
 - Make recommendations after reviewing the session evaluations
 - Find lead trainers for the Education Abroad workshops
- Prepare written reports of activities for the fall conference and spring team training
- Provide necessary information and reports, as requested by the chair and the NAFSA national office
- Assist the Public Policy Representative in advocacy efforts within Region IV
- Perform duties as assigned by the chair
- Follow the checklist provided by the team
- Assist Region IV chair-stream in identifying potential candidates as a successor
- Ensure a smooth transition for the successor to the Region IV Education Abroad Representative
 - Store all material used or developed on the NAFSA national e-community
 - Add any additional remarks to the checklist

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/institutions within the region
- Serving as mentor to others and identifying resources for 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