



**NAFSA: Association of International Educators: Region XII**  
**Job Description: Community College Representative**

**Term:** Two years

**Appointment:** By the Regional Chair in consultation with the Region XII Chair Stream (Chair-Elect and Past Chair)

**Qualifications:**

- Willingness to serve as a part of the regional leadership and work with the chair-stream on team training and conference planning
- A minimum of 2 years of experience in the field of international education.
- Must have the support and backing of one's institution/organization and direct supervisor to carry out the responsibilities of the position
- Ability to attend all Region XII team meetings, NAFSA Annual Conference and Region XII Fall Conference
- Engage in routine business and online correspondence with the Region XII team
- NAFSA membership encouraged, but not required

**Responsibilities:**

- Serve as liaison between the two-year colleges, the Regional Team, and NAFSA.
- Plan a minimum of two Community College-focused engagement activities a year for Region XII, outside of activities held at regional conferences.
- Coordinate and collaborate with Community College representatives from the Districts within the region to encourage the inclusion of two-year institution professionals in regional and national roundtables, sessions, workshops, and programs.
- Identify trends and challenges at two-year institutions that cut across knowledge communities
- Promote the development of quality programming for two-year institutions.
- Identify and give credit to effective programming at two-year institutions.
- Make efforts to maintain/update the Region XII Community Colleges Contact List. Recognize professionals with expertise in order to develop a cadre of resources among professionals at two-year institutions.
- Utilize the NAFSA regional and state newsletters as well as electronic means of communication to facilitate information flow.
- Provide the Regional chair with an annual report of activities and other reports as may be necessary
- Update NAFSA RXII Regional Team Shared Folder with information relevant to position to ensure continuity and historical information for future leaders and activities