



NAFSA: Association of International Educators: Region XII
Job Description: Nevada State Representative

Term: One Year

Appointment: By the Regional Executive Team in consultation with the outgoing Nevada State Representative

Qualifications:

- A minimum of two years' experience in the field of international education
- Willingness to serve as a part of the regional leadership and work with the chair-stream
- Must have current physical presence within Nevada, and/or engage in routine business in Nevada
- 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, designated Northern/Southern District meetings and commitments, and Region XII Fall Conference. Ability to attend NAFSA Annual Conference preferred, but not required
- Engage in routine business and online correspondence with the Region XII team
- NAFSA membership encouraged, but not required

Responsibilities:

- Maintain an email list of NAFSA members in Nevada (available from NAFSA).
- Contact Nevada membership and indicate willingness to serve as an information and reference resource for issues and topics in international education. This includes being aware of the activities, opportunities, and information available at the District and/or Regional levels.
- Plan a minimum of two engagement activities a year for Region XII, outside of any activities held at regional conferences.
- Identify special needs of the state and its constituents in international education and voice them to the Region XII Team; encourage the provision of sessions and workshops at the regional conference that may address these special needs or desired professional development.
- Encourage Nevada constituents to attend the regional conference and provide information on membership, meetings, and professional development opportunities in state and region.
- Liaise with the Region XII Advocacy Representative to share proposed action of the state legislature or other agencies that may affect international education.
- Make recommendations to Region Chair Stream of or a successor to this position and ensure a smooth transition.
- 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

Special Considerations: The Nevada State Representative has the ability to recruit up to two state liaisons to assist with these duties. State liaisons will not serve on the Region XII Team.