

## **POSITION DESCRIPTION (NAFSA REGION IV)**

### **Teaching, Learning and Scholarship (TLS) Representative**

**Term:** 2 years

**Appointment:** By Regional Chair-stream

**Qualifications:**

- A NAFSA and Region IV member
- Two years of related experience
- Currently serving in a role related to the TSL 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 in teaching, developing or training in the area of international/intercultural education
- Willingness to serve as a part of the regional leadership by working with the chair-stream on the team training and conference planning
- Support of home institution to carry out responsibilities of the position, including attendance at required meetings (see below)

**Responsibilities:**

- Serve to represent the interests of individuals who affiliate with the Knowledge Community of Teaching, Learning and Scholarship in Region IV.
- Serve as an information source for issues and topics in international education to all individuals in Region IV related to teaching, learning and scholarship.
- Distribute information to individuals on and opportunities offered through NAFSA for individuals interested in Teaching, Learning, and Scholarship.
- Coordinates professionals interested in best practices for implementing internationalization initiatives across the campus and curriculum, internationalizing faculty development, and translating related research into practice. Specializes in intercultural learning theory, cross-cultural counseling/advising theory, and intercultural training techniques for those interested in current research in international education, emerging research trends, graduate-level research opportunities, and applying research as an international education professional. The Teaching, Learning and Scholarship Knowledge Community include members responsible for teaching international education, planning and implementing intercultural workshops and training.
- Work with the team to ensure high quality Teaching, Learning, and Scholarship in state meetings and workshops, and to encourage membership of Teaching, Learning, and Scholarship professionals in NAFSA
- Provide materials and links to the Region IV website on topics of Teaching, Learning, and Scholarship
- Represent international/intercultural teachers, trainers, and researchers interests at the regional meetings and regional issues in the Knowledge Community meetings at the national level.

- Work with State Representatives to ensure high quality Teaching, Learning, and Scholarship content in state meetings and workshops, and to encourage membership of Education Abroad professionals in NAFSA.
- Provide assurance to new professionals in the Teaching, Learning, and Scholarship area in the region, introducing them to key materials, answering questions, and putting them in touch with others who can help.
- Participate in the activities and training of the Teaching, Learning, and Scholarship Knowledge Community, keeping the national coordinating group informed of activities in the region, such as listing of the Teaching, Learning, and Scholarship sessions planned for the regional conference, a report of how the sessions were received, and news of other workshops and activities conducted in the region for Teaching, Learning, and Scholarship professionals.
- Be an ear for Teaching, Learning, and Scholarship at the regional level to determine what issues and concerns are most pressing for professionals in this area. Pass along this information to the Teaching, Learning, and Scholarship Knowledge Community.
- Submit announcements and articles to the Region IV newsletter, as needed
- Works with the conference-planner and chair-stream on conference planning by:
  - Participating in the planning of the regional conference to ensure content of interest to Teaching, Learning and Scholarship professionals are in the conference sessions, speakers, and workshops.
  - Review session proposals for TLS
  - Send out acknowledgement emails of session proposals
  - Send out acceptance emails of sessions
  - Serve as a mentor for mentor/mentee program
  - Make recommendations after reviewing the session evaluations
  - Find lead trainers for the TLS workshops
- Prepare written reports of activities for the fall conference and spring team training
- Provides necessary information and reports, as requested by the chair and the NAFSA National office
- Assists the Public Policy Representative in advocacy efforts within Region IV
- Performs duties as assigned by the chair
- Follow the checklist provided by the team and make revisions
- Assist Region IV chair-stream in identifying potential candidates as a successor
- Ensure a smooth transition for the successor to the Region IV Teaching, Learning and Scholarship Representative
  - Store all material used or developed on the NAFSA National e-community for Region IV Teaching, Learning and Scholarship Representative
  - Add any additional remarks to the check list

**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 and institutions within the region
- Serving as a mentor to others and identifying resources to support the needs of individuals within the region
- 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