

## **JOB DESCRIPTION**

### **Secretary**

**Term:** Three years

**Appointment:** By Regional Chair-stream

**Qualifications:**

- A NAFSA and Region IV member
- Previous experience in international education with strong writing, editing, journalistic, and computer skills
- Support and encouragement of home institution to carry out responsibilities including participation in:
  - Region IV fall conference, Region IV team meeting and the NAFSA town meeting
  - Spring team training (expenses covered)
  - National NAFSA conference Region IV team meeting
  - National NAFSA conference Region IV Update meeting

**Responsibilities:**

- 1) Take minutes at all of the regional team and regional update meetings and ensure minutes are posted to regional web site, regional google drive and any other relevant location.
- 2) Work with Region IV Communications Coordinator to ensure past communications are stored in an organized way
- 3) Organize Regional Documents in the regional google drive in a way that is consistent to allow team easy and logical access to past and present documents and tools
- 4) Update Regional Operating Guidelines on an annual basis through obtaining input from team members.
- 5) Make suggestions for technical improvements to ensure quicker, more reliable, and more effective documentation of team and regional activities.
- 6) Ensure a smooth transition for the successor to the Region IV Secretary
- 7) Store all material used or developed on the NAFSA Region IV Google Drive