



Advisory Board Member Position Description

AIRR-NA's Mission Statement

The Association of International Regional Representatives - North America (AIRR-NA) is a non-profit organization supporting members as they counsel students preparing for post-secondary study, as well as assisting high school, transfer, and independent counselors by offering programs to educate students and their families about post-secondary opportunities.

About AIRR-NA

AIRR-NA was founded in spring 2017 in response to a small but growing interest in international education in North America, from both students and families exploring international opportunities and also international universities recognizing the value North American students bring to their campuses. AIRR-NA's mission has remained the same since its founding: To support our members through collegiality and professional development, and to serve students, families, and counselors as they navigate international education.

Interest in international education from North America experienced a resurgence after the global pandemic and AIRR-NA met the moment by increasing membership and our programming to reach more communities across North America. Pivotal to this growth was obtaining official status as a 501(c)(3) non-profit educational organization in November 2022.

As of 2026, AIRR-NA has a membership of 104 university representatives from 58 universities in 14 countries. Our member institutions engage in international education initiatives across the continent in a number of ways. Almost all our members place considerable focus on advising students on full-degree undergraduate studies abroad, but a number of members also advise prospective graduate students, study abroad and exchange programs, and support alumni engagement, research, partnerships, and more.

AIRR-NA hosts a variety of events each year to support our community. To serve counselors we host luncheons across North America to provide educational and networking opportunities. We bring hundreds of counselors and representatives together at The International Reception during the NACAC National Conference each year, as well as events and sponsorships at other industry conferences. We host virtual and in-person college fairs for internationally-minded students and families to explore multiple universities and country systems at one event. We also provide numerous online resources for both internal and external parties, and provide professional development opportunities for our members to learn and grow in their profession.

Advisory Board Mission Statement / Goals & Objectives

The AIRR-NA Advisory Board is an advisory body established by the AIRR-NA Executive Board to provide strategic guidance, external perspective, and industry expertise that advance AIRR-NA's mission.

The Advisory Board serves as a strategic thought partner to the Executive Board by providing independent advice, industry insight, and constructive feedback that support AIRR-NA's long-term success. Advisory Board Members will leverage their professional expertise and networks to strengthen the Association's programs, partnerships, visibility, and impact across international education.

- Advise on strategic partnerships and long-term goals
- Offer honest, constructive feedback on programs, services, and organizational direction
- Support the scaling of events, programming, and new initiatives
- Identify opportunities for partnerships, sponsorships, and organizational growth
- Share expertise from their professional backgrounds to strengthen AIRR-NA's work
- Serve as ambassadors for AIRR-NA within the international education community

The Advisory Board will have broad discretion to recommend priorities, identify opportunities, and contribute ideas. The Advisory Board will be supported by AIRR-NA's Co-Presidents and one AIRR-NA Member-at-Large.

Meeting Method and Frequency: Three virtual meetings annually (approximately 90 minutes each).

Estimated Commitment: Approximately 25–40 hours annually (generally fewer than five hours per month, with activity concentrated around meetings and occasional projects).

Term Length: At least one year, potential opportunity for renewal.

Additional Commitments: When possible, Advisory Board Members are encouraged to participate in AIRR-NA events and provide regional expertise in support of AIRR-NA initiatives.

Mandatory Qualifications:

- Minimum 5 years' experience in postsecondary counseling (school-based or independent) or higher education (admissions, student engagement, study abroad, etc.)
- Basic knowledge of non-US university systems
- Familiarity or demonstrated interest in AIRR-NA's mission, membership, resources and events
- For counselors, history of sending students to non-US locations
- For industry partners, history of working in international education spaces

Preferred Qualifications:

- 10+ years' experience in higher education (admissions, student engagement, study abroad, etc.) or postsecondary counseling (school-based or independent)
- Previous Advisory Board experience, ideally for a non-US institution or a non-profit organization

- Non-profit management experience
- Familiarity with multiple non-US university systems
- Past participation in international counselor tours

AIRR-NA welcomes applications from professionals with a wide range of backgrounds, experiences, and perspectives. We believe our Advisory Board will be strongest when it reflects the diversity of the communities and stakeholders we serve across international education.

What We Offer

Members of the Advisory Board will have the opportunity to:

- Shape the future direction of AIRR-NA
- Expand their professional network across international education
- Collaborate with leaders from counseling, higher education, and related industries
- Receive recognition on the AIRR-NA website and communications
- Participate in networking opportunities at major conferences and AIRR-NA events
- Contribute to meaningful initiatives that expand access to international education

Final Thoughts

As we approach our 10th Anniversary in 2027, AIRR-NA is seeking thoughtful, collaborative leaders who are passionate about expanding access to international education and strengthening the global counseling community. We welcome applicants who bring diverse experiences, perspectives, and expertise and who are excited to help shape the future of AIRR-NA during this important period of growth.