

Q Registration Coordinator Job Description

Job Title: Registration Coordinator

Reports To: QAC Executive Committee

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SUMMARY The main responsibility of this person is handle the registration process. This includes assisting with choosing a registration process and mechanism and handling all on-site registration problems.

SUGGESTIONS

1. This person should get started in the initial stages of planning for each event in terms of identifying how the registration process will work.
2. This person needs access to the registration data on the website and needs to be able to alter data.

TIME COMMITMENT

Pre-Event Approximately 20-40 hours working with the housing coordinator to enter room assignments. Ongoing regular communication with those registered to verify details, correct information and provide needed information about the event.

Event Setup and run the registration process for the event. This will include designing the flow of traffic, dividing up t-shirts to be distributed, collecting money owed, and problem solving last minute problems.

Post Event Follow up with participants to collect last minute money owed, and collect feedback on the process.

Total commitment: Approximately 100 hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Pre-Tournament Duties

1. Get list of requirements for registration. What information needs to be collected
2. Get list of housing requirements.
3. Get list of prices from event director
4. Modify website to account for requirements received above
5. Create additional reports as needed and requested by tournament director or housing director

Tournament Duties

1. Manage website in coordination with housing director during the registration process

Post-Tournament Duties

1. Communicate with Web Server administrator to save a copy of the db and website.
2. Evaluate website and consider changes for next time

QUALIFICATIONS

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority.
- Must be able to allocate time to work with the tournament director and executive committee prior to the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the quiz staff, before, during and after the event.
- Must realize the importance of securing the best facilities and equipment possible.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.

LANGUAGE AND COMMUNICATION SKILLS

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, tournament director, executive committee, QAC and event staff.
- Must be prepared to interact daily with campus facility staff and participants.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.