



**NAFSA: Association of International Educators  
Registrar Position Description**

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**Position:** Region VII Registrar

**Appointment:** By the Regional Chair in consultation with Chair Stream and incumbent

**Term:** 3 Years

**Qualifications:**

- A NAFSA member
- Minimum of 2 years experience in the field of international education
- Previous meeting/conference organization and registration experience
- Institutional support for attendance at meetings during pre-registration and conference registration
- Demonstrated commitment to international education and exchange and 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
- Demonstrated experience at the regional level (i.e., presenter, holding leadership position(s), etc.)

**Meetings:**

- Spring Team Meeting (February/early March) – (Region VII pays for mileage, shared lodging and meals)
- Annual Conference
  - Team Meeting
  - Regional Update Meeting
- Regional Conference
  - Newcomers Orientation
  - Opening Reception
  - All special events (i.e., plenary, closing celebration, regional business meeting)
  - Pre & Post Conference Team Meetings

***Overall Responsibilities - Year Round***

- Participate in regional team meetings as the individual responsible for conference registration. Coordinate with NAFSA & Maritz to establish deadlines related to registration before the conference.
- Primary contact with Maritz (company handling registration) to process registration, late registrations, refunds, charges, and related areas.
- Work closely with the current chair, NAFSA, and Maritz to ensure clear communications regarding conference dates, program, fees, and deadlines for Region VII website.
  - Titles, dates, facilitators, and fees for professional development programs.
  - Knowledge of all special events: dates, costs, and if tickets are necessary.
  - Create and edit registration form for complete and accurate data prior to publication.
  - Accurately track special guests, government resources, and other complementary attendees with the help of Maritz and NAFSA.

- Work closely with chair-elect and Development Coordinator to ensure clear communication regarding their solicitation and registration of exhibitors.
- Readily available by email and phone to conference registrants before conference for questions on the conference, registration, location, and other related questions.
- Encourage all forms of professional development activity within the region.
- Assess / develop / recruit potential new leaders for NAFSA leadership positions and assist Chair Stream in recruiting, selecting and training replacement. Serve as mentor to successor.
- Identify potential members and encourage membership in NAFSA.

#### ***Overall Responsibilities - Regional Conference***

- Assist Maritz and NAFSA with activities related to registration during conference.
  - Preparation of the packets including name badges and event tickets (if needed).
  - Set up and take down the registration area.
  - Distribute registration materials.
  - Work with the Volunteer Coordinator on the Region VII team to coordinate volunteers to work at registration during conference.
- Provide final conference attendance data to chair stream within 30 days of end of conference.
- Maintain conference supplies ranging from additional name tags, ribbons, tickets, office supplies, and others as needed. Store supplies for region between conferences.

#### ***Overall Responsibilities - Annual Conference***

- Attend and participate in regional meetings at the national conference (i.e., team meeting, regional update, etc.).

#### ***Benefits:***

NAFSA Region VII provides access to resources and networking throughout the year. Some of the benefits to you are:

- Meeting and networking with peers at other organizations institutions within the region
- Serving as mentor to others and identifying resources to the betterment of colleagues
- 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.