

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

Position: Region VIII 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 VIII 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. Help establish deadlines related to registration before the conference.
- Primary contact with company handling registration process and materials regarding late registrations, refunds, charges, membership, and related areas.
- Work closely with the current chair and Palisades 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 tickets 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 registration company.

- Work closely with chair-elect to ensure clear communication regarding their solicitation and registration of exhibitors. Make sure Exhibitor information gets posted on Region VIII website.
- Readily available by email and phone to conference registrants before conference for questions on conference content, registration, location, and multiple 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

- Manage activities related to registration during conference.
 - Preparation of the packets including name badges, event tickets, conference program flyers.
 - Set up and take down of registration table.
 - Distribution of packets at registration table on first two days of conference.
 - Coordinate volunteers to work at registration table during conference. Volunteers should be local so they can answer questions about the local area and hotel also. Coordinate volunteers with local arrangements committee.
- Provide final conference attendance data to chair stream within 30 days of end of conference.
- Maintain conference supplies ranging from additional nametags, 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 VIII 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.