



Registration Coordinator

The Registration Coordinator assists with on-site registration at conferences and events.

Specific Responsibilities:

- In conjunction with the NACA Office, coordinates the overall check-in experience for conference delegates with other Regional Leadership Team volunteers (i.e., Block Booking, Hospitality – where applicable).
- Collaborates with the NACA staff contact and Hospitality & Attendee Engagement Coordinator to ensure that the registration booth has coverage for all hours of operation.
- Participates in training with the NACA staff on-site registration contact regarding the use of registration software, printing of nametags, and distribution of conference materials.
- Assists in the collection of on-site registration fees with the NACA staff on-site registration contact.
- The Registration Coordinator is required to be present at the registration desk for the duration of the conference.
- Assures that the Association's Mission and Vision are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome and connected. This includes attending all conference events and meetings to set the tone for attendee engagement.
- Attends all regularly scheduled regional meetings and conference calls.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA staff liaison.

Qualifications/Expectations:

- Supports NACA programs through attendance whenever possible.
- Attends conference.
- Graduate student at or part-time (50%) or full-time employment by a NACA member institution.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.).
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Volunteer Development Manager must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

Association Support:

- NACA Connect
- Zoom
- NACA Google Drives
- Training on NACA registration platforms and policies
- Will receive a reimbursement check for one-half of the double room rate for one night's lodging for the time they are required to arrive early to the conference.

Term of Service/Time Commitment:

- July 1 – January 31

Supervision Received:

- Events Team Lead

Supervision Exercised:

- N/A

NACA Staff Liaison:

- Meeting & Experience Manager

Competencies:

- Professional Development
- Event Support
- Policy Knowledge, Development, and Management