

Assistant Registrar

Urbana 12 (Registration Team)

Position Description

Supervised by: Registrar

Status: Full-Time / Non-Exempt (2/1/12 – 2/28/13)

Location: InterVarsity's National Service Center (NSC) – Madison, WI

To advance the purpose of InterVarsity, this position will assist with the implementation and support of the Urbana 12 registration system, in addition to helping the Registrar with registration and check-in of all Urbana 12 participants.

MAJOR RESPONSIBILITIES

Assist with the design, implementation, and support of the registration system:

- Help test the registration system
- Provide support for the completion and Go Live of the registration system
- Assist in development of workflows for registration and check-in processes
- Assist with the identification of reporting needs and development of related reports
- Establish roles and user accounts as needed
- Act as a resource for Urbana team members' questions
- Coordinate training for staff using the management system
- Assist in maintenance of workflows
- Ensure data accuracy and integrity
- Assist with maintenance of roles and user accounts
- Administer the quarterly development cycle
- Run and publish standard reports

Provide Information Services for Urbana 12 Participants and InterVarsity staff:

- Respond to inquiries from staff, participants, and others, via phone or email in a timely and accurate manner
- Track and report common Infoline questions and suggest new or updated standard responses, frequently asked questions or other communications
- Process registration payments made via check
- Consistently apply registration policies and follow work flows
- Distribute questions and messages to proper team member by most appropriate method and following up to assure a timely response
- Maintain document of contacts according to specified standards
- Follow up as necessary to assure timely problem resolution

Contribute to the effectiveness of the Urbana Registration Team (URT):

- Work in partnership within the team and with other teams as required
- Participate in Urbana Operations Team and other Urbana-related meetings
- Travel to conference site and team meetings as required
- Participate in Mission Department and NSC meetings and events
- Assist on-site during the conference as requested, including in the Solutions area or Conference Office
- Submit completed reports to the Registrar as requested
- Prepare a completed final report by agreed upon date

Maintain technical, professional and spiritual growth and development:

- Stay current with computer programs InterVarsity uses to support the above functions
- Attend workshops and classes as necessary
- Develop and execute a professional development plan

Developing a 10% funding base:

- Develop and manage a donor base
- Communicate with donors at least quarterly

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent experience
- A working knowledge of current web applications
- A working knowledge of current Microsoft Software applications (Outlook, Word, Excel, Access and PowerPoint)
- Previous administrative experience preferred
- Previous project experience preferred
- Attendance at a previous Urbana conference strongly preferred
- Effective oral and written communication skills
- Ability to work independently without close supervision
- Ability to work under the pressure of deadlines and manage competing priorities
- Ability and commitment to work effectively in a diverse team environment

Assistant Registrar InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)