



CONFERENCE REGISTRAR JOB DESCRIPTION:

The Conference Registrar shall be appointed by the conference/independent association commissioner and approved by the conference governing body.

The Conference Registrar facilitates conference activities in relation to the evaluation of student records, adherence to FERPA guidelines and the understanding and application of NAIA eligibility rules by member institutions. The conference registrar should be a current registrar, associate, or assistant registrar at a member institution.

CONFERENCE ROLE RESPONSIBILITIES:

1. Assist the Conference Commissioner in the coordination and dissemination of information regarding conference and national eligibility requirements to the conference registrars. Serve as a training resource for new conference registrars and/or institutional eligibility personnel as requested.
2. Assist the Conference Commissioner and conference eligibility chair in developing policies for collecting, recording and maintaining student athletic eligibility records (if applicable) within FERPA guidelines, e.g., grades, registration data, transcripts and athletic eligibility documents.
3. Collaborate with conference athletic administrators, FARs, and registrars to facilitate and improve conference communication and services to student-athletes, including the development of online resources as well as other communication tools.
4. Establish a conference records repository that catalogs historical conference information including championships, athlete awards, hall of fame or other conference honorees and/or other records as appropriate and directed by the Conference Commissioner.
5. Participate in conference activities and serve on conference committees as requested by the Conference Commissioner or other conference administrators.

NAIA ROLE RESPONSIBILITIES:

1. Serve as a member of the NAIA Registrars Association Advisory Council for one term during tenure as Conference Registrar.
2. Attend NAIA Convention once per term of appointment.

POSITION REQUIREMENTS:

1. Three (3) or more years of direct NAIA eligibility experience as a member institution registrar, associate or assistant registrar.

2. Proven institutional record of NAIA compliance at the member institution.
3. Demonstrated understanding of the application of technology in registrar and athletic eligibility operations and student service delivery.

POSITION EXPECTATIONS:

1. The ability to work well with diverse student, faculty and staff populations.
2. A positive attitude and customer service orientation with the ability to plan and execute projects and assignments in a volunteer capacity.
3. Ability to collaborate effectively with cross-functional teams and manage projects or initiatives.
4. Strong interpersonal, oral and written communication skills.

