



Grinnell College

Student Job Description

Job Details

Job Title: Registration Coordinators –
Coordinator and Assistant
Coordinator

Department: Office of Development &
Alumni Relations

ID: ST-DEVAR-004

Date Completed: 2/22/19

Supervisor Title: Assistant Director of
Alumni and Donor Relations for
Reunion and Awards Programs

Pay Grade: IV (\$9.50/hr)
(as determined by policy manual)

Position Description

The Registration Coordinators will work direction with Alumni Relations professional staff to coordinate and execute reunion registration. Prior to Reunion, the Registration Coordinators prepare packets for Alumni that may include name badge, meal tickets, room key, and other registration materials.

During Reunion, the Registration Coordinator and the Assistant Registration Coordinator are responsible for the daily operation of the reunion registration desk. This include supervising and training staff, managing operations, and addressing issues as they arise. Duties may also include data entry, running reports, preparing registration packets for alumni. The Coordinators will work together to develop a training plan for their team and initiate this training plan.

The Coordinators each oversee their team during their respective shifts. The Registration Coordinator works the day shift and is responsible for all opening procedures including, but not limited to, setting up the registration area, assigning tasks to the registration team members, retrieving cash boxes, and opening registration on time. The Assistant Registration Coordinator works the evening shift and is responsible for all closing procedures, including assigning tasks to the registration team members, counting monies at the end of the night, and locking up all of the registration materials. There is some overlap between shifts and good communication between the Registration Coordinator and the Assistant Registration Coordinator is vital.

The Registration Coordinator also acts as Reunion Team Lead for one overnight shift. During this overnight shift, this Senior Staff member will be on call from 11PM-8AM and will take care of all guest needs that arise during this time. This may include meeting guests who arrive late, or responding to requests for information from guests or Campus Security.

This position supervises other students.

Supervision Description: N/A

Qualifications and Professional Development

Qualifications:

The Registration Coordinator positions require the candidate to possess impeccable customer service skills, to be detail oriented, organized, articulate, and be good at giving instruction and leading a team.

Specific Skills Acquired/Developed: Communication; Computer skills; Interaction skills; Organization skills; Time management; Team work

Transferable Skills: Ability to work in a team structure; Ability to verbally communicate with persons inside and outside the organization; Ability to make decisions and solve problems; Ability to obtain and process information; Ability to plan, organize and prioritize work

Schedule and Location

Location (physical address): Old Glove Factory (prior to Reunion and after Reunion); Joe Rosenfield '25 Center (during Reunion)

Schedule: These positions are required to work Tuesday, May 21 through Wednesday, June 5. Depending on your schedule and availability, Reunion general workers will work an average of 30-40 hours throughout the Reunion process.

There will be a mandatory training meeting on Sunday morning, April 28. Additional training meetings may be added for some specific positions.

Physical and Cognitive Requirements

Physical: sit; stand; walk; use hands to finger, handle or feel, talk or hear; light physical activity

Cognitive: Analyzing information; Effective communication skills; Planning and organizing; Adjusting to change; Coordinating work with others; Handling multiple assignments and priorities; Organizing; Concentrating – maintaining attention to detail; Completing work in an accurate manner

Evaluation Procedure and Schedule

Evaluation meeting will take place at the end of Reunion by the Associate Director of Alumni and Donor Relations for Reunion and Awards.

Application Instructions

Position Availability: Positions are available for summer 2019.

When to Apply: Applications are accepted until Wednesday, April 3.

FWS Information

- Position eligible as Community Service component.
- Position involves reading tutoring.
- Position possibly involves work in religious or spiritual services.

Working with Minors

- Has contact with minors while performing duties.