

MICA Job Description

Title: Registration Director

Revision Date: January 17, 2015

Preferred Minimum Requirement: Knowledge of Destination Imagination program.
Working Knowledge of Microsoft Excel

Term: Elected to 3 year term.

Description

The Registration Director shall be the contact for all Registration Program functions.

Primary Duties

Completion Date

<ul style="list-style-type: none"> Work with registration database programmer to identify and implement program feature updates on an annual basis 	Prior to "Registration Open Date"
<ul style="list-style-type: none"> Update Registration Program Database with current program year information. This includes: <ul style="list-style-type: none"> Open Registration, Late Registration and Close Registration Dates Regional Director and Training Director Contact Information Regional and Affiliate Tournament Dates and Locations Central Challenge Titles Rules of the Road and MICA Competition Policies Appraiser Training Material 	Prior to "Registration Open Date" and as updates are available
<ul style="list-style-type: none"> Download DI, Inc registrations for Michigan teams to Open MIDI Regional Tournament Registration for current program year (and assign teams to regions if needed). 	One day prior to "Registration Open Date"
<ul style="list-style-type: none"> Download DI, Inc registration updates for Michigan Teams and assign teams to regions if needed 	Twice per week between "Open Registration" & "Close Registration" dates
<ul style="list-style-type: none"> Monitor Registration Program incoming and outgoing email to identify registration issues as they occur 	Ongoing during program year
<ul style="list-style-type: none"> Work with registration database programmer to identify and resolve registration system issues 	Ongoing during program year
<ul style="list-style-type: none"> Respond directly to individuals to correct incomplete or incorrect registration entries. (Target is to resolve 95% of registration issues within 24 hours) 	Ongoing during program year
<ul style="list-style-type: none"> Provide registration status update to Affiliate Directors, Regional Directors, Challenge Masters and other MICA Board Members as requested. 	Weekly between "Registration Open" and "Registration Close" dates
<ul style="list-style-type: none"> Member of the MICA Governing Board 	Ongoing
<ul style="list-style-type: none"> Serve on MICA Governing Board Committees 	Ongoing

Key Skills & Knowledge Required

- Computer Skills – including data manipulation using Microsoft Excel
- Must be able to work effectively with adults
- Must be able to work effectively with the MICA Board.