

ISI Registration Coordinator
Job Specifications and Qualifications

A. **Job Description:** This part-time position is primarily responsible for team, organization, athlete and non-athlete membership registrations.

1. Works no more than 25 hours a week. Has discretion to work up to an additional five hours per week without approval. Working more than 30 hours a week requires approval of Admin. Vice Chair. Will be compensated on an hour rate for work over 25 hours per week. Will be compensated time-and-a-half for work over forty hours or more.
2. Non-exempt salaried position.
3. Work from home, but some travel and overnight travel required.
4. Will be provided a computer, cell phone, copier/scanner, and office supplies.
5. Reimbursement of all necessary expenses.
6. Works collaboratively with other ISI professional staff to complete all administrative tasks such as:
 - a. Maintaining times in USA SWIMS database.
 - b. Assisting with the ISI Board of Directors and all ISI committees.
 - c. Maintaining the ISI Website and communicating important information to ISI members.
 - d. Planning and arranging all ISI meetings and banquets.
 - e. Arranging all travel and lodging for all ISI activities.
7. Reports primarily to the ISI Administrative Vice Chair.

B. **Job Qualifications:**

1. Have working knowledge of:
 - a. MS Word
 - b. MS Excel
 - c. Various social media services

2. Have the following skills:
 - a. Strong written and oral communication
 - b. Informational reporting
 - c. Strong organizational
3. A background in competitive swimming helpful.
4. Will be required to become a Certified USA and ISI Administrative Official within one year of employment.

C. **General individual characteristics:**

1. Works well in a team environment.
2. Pro-actively solves problems by identifying the problem, working with others to identify solutions and implementing the solution.
3. A self-starter, self-motivated individual who maintains workflow and accomplishes tasks with no daily supervision.
4. Creates and revises systems and procedures by analyzing operating practices, record keeping systems, form control, and implementing changes.
5. Completes operational requirements by scheduling and arranging meetings.
6. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.