

**- EAC CORRESPONDENCE COURSE REGISTRAR –
JOB DESCRIPTION**

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| Function | Appointee to the EAC Board Works under EAC Education Director To handle all administrative aspects of student registration for EAC correspondence courses To act as a liaison between students, counsellors and the Education Director |
| Length of Commitment | Two-year term; may be extended by mutual agreement |
| Duties | Respond to all inquiries regarding correspondence courses Accept student registration and registration fees, issue receipts for same and assign each student to a counsellor Copy all student materials for distribution. All lessons in group courses, including course evaluation forms for each student, are sent to the group leader. Lessons 1 and 2 of individual courses are sent to the student; the remaining lessons, along with evaluation forms, are sent to the counsellor for distribution as necessary to the student Maintain a file for each counsellor Put group or individual student information in counsellor file. Enter information on data sheet in file Enter information in Course Registrar Data in Excel Submit registration fees, expense forms, receipts and counsellor payments to EAC Treasurer Advise Education Director when a binder review is requested by student. Education Director will arrange for counsellors to review binder and will contact student to advise where to mail binder Maintain a master copy of all courses, forms and form letters. Update as necessary Reply to correspondence in a timely fashion Prepare and submit reports for the semi-annual Board meetings to Education Director Keep Education Director informed of concerns or problems |
| Time Commitment | 12 or more hours per week Additional time as necessary to respond to correspondence, etc. |
| Meetings to Attend | None required, but may attend Board or Education Committee meetings at own expense, unless specifically requested by the Board |

Skills Required

Excellent communication skills, tact and diplomacy

Excellent organizational skills

Word processing skills; home computer, email, Microsoft Office and Excel programs

Skills Developed

Detailed knowledge of the operation of EAC, including Education Committee

Opportunity to become involved with decision making

Interpersonal skills working with a national Board member

CORRESPONDENCE COURSE REGISTRAR - TIME LINE

January

February

March

April Prepare and submit report to Education Director for May Board meeting

May

June At the end of term of office:

- Update job description
- Forward the Correspondence Course Registrar files to replacement at end of month

July

August

September

October Prepare and submit report to Education Director for November Board meeting

November

December

Ongoing As outlined in 'Duties'
Maintain files and Excel Data
Duplicate teaching materials as necessary
Reply to correspondence in a timely fashion
Submit expense forms to treasurer regularly