



Physicians Caring for Texans

TEXAS MEDICAL ASSOCIATION JOB DESCRIPTION

DEPARTMENT Conference Management

TITLE Registrar

SUPERVISOR Conference Education Manager

BASIC FUNCTION

Manage registrations for TexMed and Winter Conference; provide website and administrative support for TMA conferences.

MAJOR RESPONSIBILITIES/TASKS

1. **Serve as Team Lead for TexMed and Winter Conference Registrations.** Lead the onsite teams, ensure onsite registration staff are properly trained, and handle challenges and problems appropriately so that the registration process runs smoothly.
2. **Process Pre-Registrations.** Input registrations into database and send confirmations. Create name badges for attendees and maintain accurate inventory of badge making materials. Set up and maintain events in iMIS meeting registration software
3. **Reporting.** Process weekly registration and revenue reports. Generate and maintain conference attendance data. Reconcile rosters and process CME certificates.
4. **Communication.** Handle written, e-mail, and telephone inquiries relating to conferences.
5. **Serve as a core member of the TexMed, Fall and Winter Conference Teams.** Provide support as needed with projects and tasks related to the TMA Meetings.
6. **Provide support to other areas of the Conference Management Department.** Including, but not limited to: support with additional meetings, marketing materials, registration, programming, etc.
7. **Perform other related duties as directed or required.**

TRAVEL REQUIREMENTS

This position requires some overnight travel, including, but not limited to, traveling for TMA Conferences and site visits.

SUPERVISORY RESPONSIBILITY

No direct supervisory responsibility. This position will, however, serve as leader of a four to ten person registration team for TexMed and Winter Conferences.

INDEPENDENCE/SUPERVISION RECEIVED

Duties are performed under general supervision according to generally prescribed guidelines. Employee is responsible for judgment that is exercised regarding selection and interpretation of methods and procedures to be used personally.

Access to Protected Health Information (PHI)

This position does not require or permit the employee to have regular access to PHI. Employee shall receive training regarding state law, federal law, and TMA policies and procedures concerning PHI as necessary and appropriate to perform his or her work responsibilities. All TMA workforce members are responsible and accountable for maintaining the confidentiality, integrity and availability of PHI in accordance with applicable law and the TMA Texas and Federal Privacy and Security Policies and Procedures.

GENERAL QUALIFICATION REQUIREMENTS

Knowledge and Experience:

Requires knowledge of basic occupational skills or clerical procedures and ability to operate standard office equipment; normally acquired through four years of high school, plus technical or vocational school training of less than one year, or equivalent experience.

Skills and Abilities:

- Ability to understand and follow oral and written instructions with minimal supervision.
- Ability to meet deadlines and clearly communicate the status of projects
- Ability to lead an onsite registration team.
- Excellent organizational and interpersonal, and communication skills essential.
- Ability to communicate effectively and professionally with members and the public through both verbal and written interactions.
- Must be able to prioritize/perform multiple tasks with strict attention to detail despite many interruptions.
- Must embrace technology for use in maintaining calendars, and organizing tasks.
- Work effectively with other TMA employees in a team environment.
- Proficient with Outlook, Word, Excel, and PowerPoint.

TO APPLY:

Please go to www.texmed.org

- About TMA
- Work at TMA
- Employment Opportunities at TMA

Follow the application instructions for consideration. No walk-ins, faxes or phone calls, please.