

VOLUNTEER JOB DESCRIPTION

MURC 2020 | students.ubc.ca/murc

What is MURC?

MURC is a conference for UBC undergraduate students to showcase their research in front of their fellow UBC students, family, and friends. MURC volunteers are integral to the success of this conference.

Volunteers are given exclusive opportunities to mingle with adjudicators and to network with other student leaders and researchers on campus. Volunteers will be supported by the MURC Committee and UBC Centre for Student Involvement and Careers Staff.

Event Date

- Saturday March 21, 2020
- 8:00 AM to 6:30 PM

Positions Available

- 50 Event Volunteer positions available

General Responsibilities

Please note that these are some of the tasks that volunteers will be assisting with during the conference. Tasks will vary based on the shift and operational needs of the event. Flexibility is key as many activities will change throughout the day and volunteer roles may shift if more help is required elsewhere.

- Assist with organizing any pre-conference preparations
- Assist in managing the presentations with the timing and evaluation process (Room Volunteers)
- Answer general inquiries from conference attendees
- Greet and check-in presenters, adjudicators and attendees
- Provide any additional logistical assistance when needed
- Assist with set up and clean up of conference space
- Assist with set up and organization of catering

Specific Responsibilities

Volunteers are divided into (1) General Volunteers and (2) Room Volunteers:

- General volunteers are responsible for helping with registration, catering, and other tasks depending on availability
- Room volunteers are responsible for helping with the facilitation, timing, and evaluation of presentations in presentation rooms. They will have the responsibility of speaking at the conference and introducing other speakers.
- Both full-day and half-day shifts are available

Application Process & Timeline

- Application is open from **January 24 to February 20**
- Accepted applicants will be contacted on February 23 and interviewed during the first week of March
- Volunteer offers will be sent out by March 7
- Mandatory volunteer orientation and training takes place on the evening of **March 11**

Additional Opportunities

- Opportunity to network with other student leaders on campus
- Opportunity to gain special events experience and learn about undergraduate research at UBC
- Letter of Service
- Mingle session with adjudicators during training! Learn about different fields of research and get career advice or tips for getting into research