

Volunteer Role Description

MURC 2021 | students.ubc.ca/murc

What is MURC?

The [Multidisciplinary Undergraduate Research Conference \(MURC\)](#) is a conference for UBC undergraduate students to showcase their research in front of their fellow UBC students, family, and friends.

Due to the COVID-19 pandemic and in accordance with the BC Ministry of Health directive, MURC 2021 will be take place online from **March 20-21, 2021**. The recorded conference programming will be available on Canvas from March 22-28, 2021.

Event volunteers are integral to the success of MURC. They will assist with the facilitation and logistics of the conference. In this role, they will have opportunities to interact with graduate student adjudicators and network with other student leaders and researchers on campus. Additionally, they will gain professional training in preparation for their role, and have the opportunity to participate in professional development workshops prior to the conference. Volunteers will be supported by the MURC Planning Committee and UBC Centre for Student Involvement and Careers (CSI&C) Staff.

Event Dates:

- March 20, 2021 from 9:00am to 8:15pm PDT
- March 21, 2021 7:00am to 6:45pm PDT
- The full conference schedule can be found [here](#).

General Responsibilities:

Event volunteers will be tasked with several roles, including:

- Assisting with pre-conference preparations as required
- Assisting with the facilitation, timing, and evaluation of presentations
- Moderating presentation sessions and introducing presenters
- Answering general inquiries from conference attendees and adjudicators
- Providing any additional logistical assistance as needed

Please note that this is not an exhaustive list of the tasks that volunteers will be assisting with during the conference. Tasks may vary based on the shift and operational needs of the event. As the conference will be held online, being able to work independently and being comfortable with technology is an asset.

Volunteers who are scheduled in presentation rooms will be paired off for each presentation wave. Volunteers will be assigned 2 to 3 hour shifts, and can select how many shifts they would like to take on.

Application Process & Timeline

- The application is open from **Jan 4-Jan 25, 2021**
- Successful applicants will be contacted for interviews on **Feb 3, 2021**
- Interviews will take place from **Feb 8-12, 2021**
- Position offers will be sent out on or before **Feb 19, 2021**
- **Mandatory** volunteer orientation and training sessions will take place on the evening of **March 10, 2021** and the morning of **March 13, 2021**. Volunteers will be required to attend **one** of the two training days.

What We Are Looking For:

- The ability to work independently and as part of a team
- Effective time management and organizational skills
- Adaptability and openness to new experiences
- Strong communication and interpersonal skills
- Interest in learning more about student development and research
- Willingness to learn technological platforms that MURC 2021 will be hosted on
- Previous experience navigating Zoom, Collaborate Ultra, and Canvas is an asset
- Previous public speaking experience is an asset, but is not required

Additional Opportunities:

- Opportunity to network with other student leaders on campus and work in a collaborative team with other volunteers
- Opportunity to gain online events experience and learn about undergraduate research from a variety of disciplines at UBC
- Letter of Service upon request
- Panel and networking session with graduate student adjudicators to learn about different fields of research and get career advice or tips for getting involved with research
- Optional professional development opportunities

Contact information:

If you have any questions about the volunteer application or roles, please contact the MURC 2021 Volunteers Co-Directors at murc.volunteer@ubc.ca.