



# CHANCELLOR'S ROBING ROOM ASSISTANT

## **The Role**

- Assist with the set-up of the robing room.
- Greet Chancellor's party participants kindly and with professionalism.
- Assist participants with their regalia, including their gown, hood, and hat where applicable.
- Provide ceremonial information and instructions, as necessary.
- Provide general support and assistance for the participants.
- Excellent customer service skills are essential for this role.
- Please check in with the Chancellor's Robing Room Supervisor upon arrival.

## **The Commitment:**

- Review an orientation video (provided in advance of training).
- Attend a mandatory one-hour training session.
- Commit to a minimum of two shifts (ceremonies).
- Note: there are 4 ceremonies taking place October 20th – October 21st.

## **Shift times:**

- 09:00 a.m. - 12:30 p.m.
- 01:30 p.m. - 05:00 p.m.

## **The Experience**

- Great opportunity to enhance your skillset and support a special community event.
- Expand your professional and social networks. Connect with new graduates, staff, faculty, leadership and other volunteers across campus.
- Experience the celebration and excitement that comes with the graduation of our students.
- Receive a written letter of appreciation that you can use for your annual performance appraisal.
- Note: this role will remain standing for long periods and be in close proximity with others.

For more information please email:  
[ambassadors.convocation@uwaterloo.ca](mailto:ambassadors.convocation@uwaterloo.ca).