



Grad Check-In Assistant

The Role

- Assist with the organization of graduands name cards before each ceremony.
- Assist graduands in retrieving their name card.
- Provide verbal instructions to graduands.
- Scan student identification.
- Notify the Grad Check-In Supervisor of any issues or to create new name cards if necessary.

The Commitment:

- Attend a mandatory one-hour training session.
- Please arrive 15 minutes before your scheduled start time to check in, pick up any necessary supplies, and head to your designated area.

The Experience

- Great opportunity to enhance your skillset and support a special community event.
- One branded t-shirt will be provided at your first shift, you will be expected to bring the shirt for any following shifts.
- 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.