



# GRAD CHECK-IN SUPERVISOR

## **The Role**

- Organize the name cards before each ceremony.
- Provide leadership to the Grad Check-in team on-site.
- Assist graduands in retrieving their name card and proper order in the procession.
- Create name cards and solve problems on-site accordingly.
- Ensure the Grad Check-In Assistants have arrived for each shift. If a team member has not arrived, inform the Volunteer Manager to find coverage.
  - Check-In Team lead will meet you before each ceremony to discuss the expectations & your role in the name card room.

## **The Commitment:**

- Attend a mandatory one-hour, in-person training session.

## **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.

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