The Role

- Assist with the organization of grads name cards before each ceremony.
- Assist grads in retrieving their name card and ensuring grads are in proper order in the procession.
- Notify the Name Card Supervisor with any issues or to create new name cards if necessary.
- Transition to Stage Management Assistant role before the start of the ceremony.
- Assist with the flow of grads, correct order of procession, and providing name cards to the Camera Card Operator.

The Commitment:

- Review an orientation video (provided in advance of training).
- Attend a mandatory one-hour training session (over lunch).
- Commit to a minimum of two shifts (ceremonies) throughout the week-long event.
- Note: there are 14 ceremonies taking place June 13th – June 17th.

Shift times:
- 08:30 a.m. - 12:30 p.m.
- 01:00 p.m. - 05:00 p.m.
- 05:00 p.m. - 09:00 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.
- Branded t-shirts will be provided.

For more information please email: volunteer.convocation@uwaterloo.ca.