



# NAME CARD ASSISTANT/STAGE MANAGEMENT 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 Name Card Supervisor of any issues or to create new name cards if necessary.
- As a WatCard Scanner, interact with the grads by scanning their WatCards and helping to ensure that they have everything they need before entering the ceremony.
- As Stage Management Assistant, assist with the flow of graduands, correct order of procession, and provide 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.
- Commit to a minimum of two shifts (ceremonies).

## **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:  
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