

ROBING ROOM COORDINATOR

The Role

- Serve as the primary liaison between the Faculty Robing Room and the Chancellor's Robing Room.
- Report any faculty additions or absences.
- 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.

Commented [KB1]: new role, need to update

The Commitment:

- Commit to attending the assigned shift(s) selected at the time of registration.
- Attend a mandatory 30-minute virtual orientation session focused on emergency procedures and key event information.
- Participate in any required role-specific training as directed. Additional details will be provided closer to the event date.

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 extended periods.

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