

# TRANSITION SPECIALIST

## **The Role**

- Ensure correct program and transition cards are inserted at appropriate times throughout the ceremony.
- Monitor graduates as they process up the ramp, identifying where degree or program transitions must occur.
- Collect each graduate's name card, display it on a projector, and return it directly to the graduate to take on stage.
- Highlight and track degree switches using the numbered program to maintain ceremony accuracy and flow.

## **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 wear a robe during the ceremony and remain on standing for extended periods of time.**

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