Volunteer Position Summary

At Homecoming 2017, the School of Graduate Studies will host the inaugural SGS Banting-Vanier Lecture Series to continue to showcase the scope and impact of research conducted by our current graduate students and post-doctoral fellows. The event will be promoted as the “Red Carpet Research Preview. Coming soon to a lecture theatre near you”.

Alumni are invited to join this event where graduate students and post–doctoral fellows share their discoveries and passion for research and foster a network with the Queen’s alumni community.

Volunteers for this event will be responsible for meeting and greeting attendees, as well as helping with set-up and tear-down.

Major Duties & Responsibilities

- Greet alumni to welcome them to this inaugural event and thank them for their support of graduate students and post-doctoral fellows.
- Greet and welcome invited graduate students and post-doctoral fellows.
- Thank alumni for their interest in graduate and post-doctoral research.
- Assist arriving alumni who may have accessibility needs. (Volunteers will be provided with accessibility-related FAQs at orientation.)
- Thank each member as they leave, and pass along your best wishes for an enjoyable Homecoming weekend.
- Assist with event set up, and with dismantling the room at the end of the event to ensure a smooth and seamless event.

Skills Required

- **Graduate Students preferred**
- Outgoing, friendly personality
- Enthusiastic attitude
- Works well in teams
- Strong interpersonal skills
- Comfortable interacting with elderly people
- Respectful, patient demeanor
- Ability to have fun
- Adaptability
STUDENT VOLUNTEER POSITION DESCRIPTION
SGS Banting-Vanier Lecture Series Volunteer

Skills Acquired

- Networking experience
- Event administration experience

Expectations

- Volunteers are expected to check in at the Medical Building Lower Room 032A by 8:30 am on the day of their shift.
- Dress code: Volunteers will be provided with an SGS volunteer t-shirt to wear.
- **NOTE:** Sometimes, external factors (e.g. weather, number of attendees, event logistics, etc.) may necessitate changes to an event or to a volunteer’s on-site duties. Please be prepared to expect the unexpected and to be flexible if necessary!

Time Commitment

Volunteers are asked to arrive no later than 8:30 am on the morning of their shift, and are expected to be there for the full duration of the event (8:30 am – 1 pm). Additionally, all volunteers are required to attend a **one-hour orientation session**, prior to Homecoming weekend.

Staff Partnership

Colette Steer – Logistics Coordinator
**Cell:** 613-985-8776 | **Email:** steerc@queensu.ca

Vicky Arnold – Back-up Contact
**Cell:** 613-453-6404 | **Email:** arnoldv@queensu.ca

Benefits

- Expanding Horizons Credit (graduate students only)
- Opportunity to expand your Queen's network
- Opportunity to be a part of a Queen’s tradition
- Volunteer jacket bar, travel thermos, and SGS volunteer t-shirt
- Complimentary refreshments at this event

queensu.ca/alumni/homecoming
reunions@queensu.ca