Volunteer Position Summary

The School of Graduate Studies is hosting a Career Week from October 10th – 13th for graduate & post-doctoral fellows. This week was chosen as it culminates with the start of Homecoming and part of Career Week is to provide opportunities for graduate alumni and students / post-docs to meet and discuss career options and avenues. Volunteers at the reception will be responsible for meeting and greeting attendees, as well as helping with set-up and tear-down at the event.

Major Duties & Responsibilities

- Greet alumni (as well as students, post-docs, graduate faculty & staff) to welcome them to the start of Homecoming and thank them for their support of graduate students and post-doctoral fellows.
- 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.

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

Skills Acquired

- Event administration experience
- Networking experience

Expectations

- Volunteers are expected to check in at the Agnes Etherington Art Centre at the beginning 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!
STUDENT VOLUNTEER POSITION DESCRIPTION
SGS Career Week Networking Reception Ambassador

Time Commitment

Shift is **3.5 hours** in length. (*A reminder with your actual shift time(s) is included in your registration confirmation email.*)

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