



## CCPD Events Support Position Description

<b>Position Title:</b>	<b>CCPD Events Support</b>
<b>Department:</b>	Centre for Career & Personal Development (CCPD)
<b>Term:</b>	Fall 2023/Winter 2024
<b>Number of Positions:</b>	15 - 40
<b>Hours:</b>	2 - 5 hours per month (based on availability and scheduling)
<b>Length of Position:</b>	September 2023 – April 2024

### POSITION DESCRIPTION

Be part of an amazing team in the Centre for Career & Personal Development (CCPD) that supports students, and employers in all facets of career development and campus recruitment. This volunteer role requires a minimum of 20 hours to support the various activities being hosted by CCPD. The event volunteer role is open to all students. These events showcase student talent, connect students to prospective employers, and introduce various stakeholders to services offered by CCPD.

We require many volunteers to ensure that these events run smoothly. We need energetic and dedicated students to serve as ambassadors for several roles during the academic year. As a volunteer you will be representing the University of Calgary and act as a liaison between Centre for Career & Personal Development (CCPD), University of Calgary students and future employers.

The roles could include:

1. Career Fair Event Support
2. Employer Information Session Event Support
3. Student Moderators for various networking events such as industry panel discussions

At CCPD, our **vision** is to inspire students and alumni to embrace their potential, achieve career excellence and contribute to the betterment of their communities; employers benefit through access to future leaders and innovators. Our **mission** is to facilitate and support mutually beneficial relationships between students, alumni, and employers. We connect passion to purpose and students to opportunity. Our **values** include a commitment to providing transparency and excellence through service and support, collaboration and community, teamwork and trust.

### TASKS AND RESPONSIBILITIES:

Tasks and responsibilities will consist of the following:

#### Career Fair Event Support

- Provide directions and answer questions from employers, students and staff
- Assist with setting up at each event
- Help with unloading and loading of recruiter displays, boxes and materials (which may involve some heavy lifting)
- Assist recruiters at the drop off zone, greeting them and assisting them to the registration

- desk and their booth location
- Run general errands for recruiters
- Aid in registering employers at the registration desk
- Assist with tidying up following the event
- Volunteer at CCPD booths during various events, acting as an ambassador between CCPD and UCalgary students
- Other duties as needed

#### **Employer Information Session Event Support**

- Assist at Employer Information Sessions acting as Greeter/Host
- Assist with student registration for Employer Information Sessions
- Introduce employers and assist with the traditional territory acknowledgment, emergency exit and introducing employers
- Assist with setting up and organizing the room before and after event
- Other duties as needed

#### **Student Moderators for Networking Events**

- Act as moderators for various networking events at the discretion of CCPD staff
- Attend at least 2 - 4 meetings with CCPD staff
- Moderate panel of employers (3 – 6 employers) at industry panel discussions
- Other duties as needed

#### **Event Support for Networking Events**

- Assist at networking events acting as Greeter/Host
- Assist with student registration at networking events
- Assist with setting up and organizing the room before and after event
- Other duties as needed

#### **Employability Skills:**

- Practice customer service skills
- Enhance interpersonal skills through interaction with students, staff and employers
- Gain skills in public speaking, group facilitation and presentation for the networking and employer information sessions
- Expand your resume with transferable skills such as problem solving, critical thinking
- Enrich your communication and listening skills through interaction with students and employers
- Increase your knowledge of on-campus events

#### **QUALIFICATIONS:**

- Good customer service skills
- Strong understanding of the University of Calgary's services, resources, and processes
- Strong communication skills to convey information clearly
- Demonstrated ability to succeed academically while maintaining other commitments
- Demonstrated professionalism, maturity and good judgment
- A strong interest in the student experience and learning

#### **COMMITMENT:**

- This position runs from September – April for 2 - 5 hours per month based on availability and scheduling
- **MUST** attend the CCPD Volunteer Orientation (Date TBD)
- Is punctual regarding starting and ending your shifts
- Ability to lift heavy materials

#### **PEER HELPER PROFESSIONAL DEVELOPMENT:**

The Peer Helper Program engages 300 students every year through 17 different on-campus offices. A key part of being a Peer Helper is having the opportunity to develop your employability skills and experiences, and then translate those experiences into strong interview stories.

#### **APPLICATION PROCESS:**

To apply, please register for an account in [My Volunteer Impact](#) and complete the application form online. If you have any questions, please direct them to [csstdnt@ucalgary.ca](mailto:csstdnt@ucalgary.ca)