Career Services Events Support Position Description

Position Title: Career Services Events Support  
Department: Career Services  
Term: Fall 2019/Winter 2020  
Number of Positions: 10 - 20  
Hours: 2 - 5 hours per month (based on availability and scheduling)  
Length of Position: September 2019 – April 2020

This is a competitive student leadership/volunteer opportunity for U of C students

POSITION DESCRIPTION

Be part of an amazing team in Career Services that supports students, alumni 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 Career Services. 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 Career Services.

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 Career Services, University of Calgary students and future employers. The roles could include:

1. Networking Event Support
2. Career Fair Event Support
3. Student Moderators for Careers in... series

At Career Services, 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 Career Services booths during various events, acting as an ambassador between Career Services and UCalgary students
- Other duties as needed

**Networking Event Support**
- Assist at Employer Networking Sessions acting as Greeter/Host
- Assist with student registration for Employer Networking Sessions
- Introduce employers and assist with the traditional territory acknowledgment, emergency exit and introducing employers
- Other duties as needed

**Student Moderators for Careers in…series**
- Act as moderators for the Careers in… series at the discretion of Career Services staff
- Attend at least 2 - 4 meetings with Career Services staff
- Moderate panel of employers (3 – 6 employers) at the Careers in… series
- 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 Careers in…series and networking 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
- Gain recognition on your Co-Curricular Record

**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, 2 - 5 hours per month based on availability and scheduling
- Is punctual regarding starting and ending your shifts
- Ability to lift heavy materials
PEER HELPER PROFESSIONAL DEVELOPMENT:
The Peer Helper Program is made up of over 300 students every year, who are involved in 19
different on-campus offices. Part of being a Peer Helper involves ongoing professional
development.

CONDUCT STATEMENT
This position requires students to be in good conduct standing for non-academic misconduct.
Students who are not in good conduct standing have an active sanction of “Probation for Non-
Academic Misconduct” that has been assigned through formal conduct proceedings per the Non-
Academic Misconduct Policy. Students are informed in writing of the sanction by the Student
Conduct Office. Note: Involvement in the Non-Academic Misconduct process does not
automatically mean a student is not in good conduct standing; this applies only to those students
who have been assigned the sanction of Probation for Non-Academic Misconduct. If you have
been found responsible of a violation of the Non-Academic Misconduct Policy and you are
unsure if you have received this sanction, please contact conduct@ucalgary.ca. Please note that
in submitting your application, you are verifying that you are in good conduct standing and
consent to this being verified by the Student Conduct Office. Note that details of non-academic
misconduct cases are not shared through this process.

APPLICATION PROCESS
To apply, please submit an online Peer Helper application form available on the Peer Helper
Program’s website. If you have any questions, please direct them to php@ucalgary.ca.