



CCPD Events Support Position Description

Position Title:	CCPD Events Support
Department:	Centre for Career & Personal Development (CCPD)
Term:	Fall 2025/Winter 2026
Number of Positions:	15 - 40
Hours:	2 - 6 hours per event (based on availability and scheduling)
Length of Position:	September 2025 – April 2026

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. The event volunteer role is open to all undergraduate and graduate students. These events are designed to help enhance students' campus, personal and career journey.

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, University of Calgary faculties and service unites, and community partners, including future employers.

Examples of CCPD events include:

1. Campus Expo
2. Career Fairs
3. Employer Engagement and Events
4. And more

TASKS AND REPSONSIBILITIES:

Tasks and responsibilities will consist of the following:

- Greet and provide directions to students, employers, and staff attending events.
- Answer general questions and act as a helpful point of contact throughout events.
- Support event setup and takedown, including arranging signage, materials, and displays.
- Assist with loading and unloading event materials, which may include light to moderate lifting.
- Welcome off-campus visitors (vendors, recruiters, partners) at designated drop-off zones and guide them to registration and booth locations.
- Support check-in and registration at the registration desk.
- Act as a student ambassador at booths or information tables,
- Help maintain event spaces by tidying and resetting the room before and after sessions.
- Run errands and offer general event-day support.
- Represent CCPD and the university in a professional, welcoming manner.
- Collaborate with staff and other volunteers to ensure smooth event operations.
- Complete other tasks as assigned in support of event delivery.

Employability Skills:

- Practice customer service skills
- Enhance interpersonal skills through interaction with students, staff, and employers
- 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 programs and events

QUALIFICATIONS:

- Good customer service skills
- Strong understanding of the University of Calgary's services, resources, and processes
- Effective 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 - 6 hours per event based on availability and scheduling

- Is punctual regarding starting and ending your shifts
- If you have restrictions to lifting heavy materials, please inform the CCPD

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