



Centre for Career Development & Life Design Events Support Position Description

Position Title:	Career Development & Life Design Events Support
Department:	Centre for Career Development & Life Design (Formerly known as Career Services and Leadership & Student Engagement)
Term:	Fall 2022/Winter 2023
Number of Positions:	10 - 20
Hours:	2 - 5 hours per month (based on availability and scheduling)
Length of Position:	September 2022 – April 2023

POSITION DESCRIPTION

Be part of an amazing team in Centre for Career Development & Life Design (formerly known as Career Services and Leadership & Student Engagement) that supports students, alumni, and employers in all facets of career development and campus recruitment. This volunteer role requires a minimum of 5 - 10 hours per term to support the various activities being hosted by the Centre for Career Development & Life Design. 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 the Centre for Career Development & Life Design.

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 the Centre for Career Development & Life Design, University of Calgary students and future employers.

The roles could include:

1. In person Career Fair Event Support
2. Employer Information Session Event Support

At the Centre for Career Development & Life Design, 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:

In Person 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

In Person Employer Information Session Event Support

- Assist at in person Employer Information Sessions acting as Greeter/Host
- Assist with student registration for in person Employer Networking Sessions
- Introduce employers and assist with the traditional Information acknowledgment, emergency exit and introducing employers
- 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 at in person 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 - 2 - 5 hours per month based on availability and scheduling
- **MUST attend the Career Services Volunteer Orientation (Date TBD)**
- Is punctual regarding starting and ending your shifts
- Ability to lift heavy materials

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