

MURC 2022 Volunteer Role Description

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What is MURC?

The [Multidisciplinary Undergraduate Research Conference \(MURC\)](#) is a conference for UBC undergraduate students to showcase their research in front of their fellow UBC students, family, and friends. This year, the theme of MURC 2022 is **Inspire Change** - we aim to acknowledge not only the innovative and scholarly endeavors of our delegates, but also their ability to lead and motivate others to pursue fields of interest.

Event Details and Layout:

Due to the COVID-19 pandemic and in accordance with the BC Ministry of Health directive, MURC 2022 will be presented in a **hybrid** format from March 19-20, 2022 with both in-person and virtual components.

Event volunteers are integral to the success of MURC. They will assist with the facilitation and logistics of the conference. In this role, they will have opportunities to interact with graduate student adjudicators and network with other student leaders and researchers on campus. Additionally, they will gain professional training in preparation for their role, and have the opportunity to participate in professional development workshops prior to the conference. Volunteers will be supported by the MURC Planning Committee and UBC Centre for Student Involvement and Careers (CSI&C) Staff.

Event Dates

- March 19, 2022 from 8:00 AM to 5:30 PM PDT
- March 20, 2022 8:00 AM to 6:30 PM PDT
- The full conference schedule can be found [here](#).

Contact information

If you have any questions about the volunteer application or roles, please contact the MURC 2022 Volunteers Co-Directors, Ms. Celina Chan & Mr. Dayle Balmes at murc.volunteer@ubc.ca

Application Process & Timeline

Recruitment Timeline	
January 21st @ 11:59PM	Applications due via Qualtrics
January 25th	Interview offers and rejections sent out
January 29th	Interview time and location sent
February 1st - 4th	Interview period (online or in-person)
February 7th	Position offers and rejections sent out
February 10th @ 11:59PM	Deadline to accept position offer

Pre-Conference Timeline	
March 9 (in person, evening)	Mandatory Training Session, you must attend ONE of these training sessions. The in-person sessions may be moved online depending on health restrictions.
March 12 (online, evening)	
March 14 (in person, evening)	
TBD	Pro-D Workshop
	Adjudicator Mingle
March 19th-20th	MURC 2022

Volunteer Roles

Due to the hybrid nature of the conference this year, we will be accepting both in-person and online volunteers. Those interested will be able to apply for one or both of the roles depending on their availability.

In-Person Volunteers

In-Person volunteers will be tasked with several roles, including:

- Set up and/or takedown
- Assisting with pre-conference preparations as required
- Assisting with the facilitation, timing, and evaluation of presentations
- Moderating presentation sessions and introducing presenters
- Answering general inquiries from conference attendees and adjudicators
- Providing any additional logistical assistance to the MURC team and/or presenters as needed

Virtual Volunteers

Virtual volunteers will be tasked with several roles, including:

- Assisting with pre-conference preparations as required
- On an online platform:
 - Assisting with the facilitation, timing, and evaluation of presentations on an online platform
 - Moderating presentation sessions and introducing presenters
 - Answering general inquiries from conference attendees and adjudicators
 - Providing any additional logistical assistance as needed

Please note that this is not an exhaustive list of the tasks that volunteers will be assisting with during the conference. Tasks may vary based on the shift and operational needs of the event. As the conference will be held online, being able to work independently and being comfortable with technology is an asset.

Volunteers who are scheduled in presentation rooms will be paired off for each presentation wave. Volunteers will be assigned 2 to 3 hour shifts, and can select how many shifts they would like to take on. Online volunteers will likely have their shifts on the Sunday morning of the conference.

What We Are Looking For All Volunteers:

- The ability to work independently and as part of a team
- Effective time management and organizational skills
- Adaptability and openness to new experiences
- Strong communication and interpersonal skills
- Interest in learning more about student development and research
- Previous public speaking experience is an asset, but is not required

Additional Opportunities:

- Opportunity to network with other student leaders on campus and work in a collaborative team with other volunteers
- Opportunity to gain in-person events experience and learn about undergraduate research from a variety of disciplines at UBC
- Letter of Service upon request
- Panel and networking session with graduate student adjudicators to learn about different fields of research and get career advice or tips for getting involved with research
- Optional professional development opportunities

[Application Form](#)