



## **Position Description: MURC Co-Chairs (Two Positions)**

### **2020 MURC Planning Committee**

*Deadline for Applications: Tuesday, August 20, 2019 at 11:59 PM*

#### **Conference Summary**

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. With its inception in 2003, the aim of the conference is to promote research at the undergraduate level by providing students a platform to take an active part in the research and academic community in various ways. Researchers may choose one of two formats to showcase their research: presentation or poster. Exemplary presentations are given recognition at the end of the conference. Registration to present at MURC starts November 2019. This academic year, MURC will be scheduled for March 21, 2020.

#### **MURC Co-Chairs Position Summary**

The MURC Co-Chairs will lead the MURC Planning Committee by organizing and managing all aspects of the conference. The MURC Co-Chairs will work closely with staff advisors to create a strategic plan for the conference and to manage all portfolios (Logistics, Workshops and Presentations, Volunteers and Communications and Promotions) within MURC. The Co-Chairs will provide leadership and mentorship to the rest of the Planning Committee. The successful applicants will evaluate and determine the division of responsibilities between the Co-Chairs, in consultation with the staff advisors.

#### **Time Commitment**

- This position is a 7-month long commitment from October 2019 to April 2020
- 8 – 10 hours per week from October to December 2019, and April 2020
- 12 -18 hours per week from January to March 2020
- Note: peak periods will depend on portfolio-specific timelines
- MURC Planning Committee Meetings will be
  - Term 1: Wednesdays, 5:30 PM - 6:30 PM
  - Term 2: Thursdays, 6:00 PM - 7:00 PM

#### **General Planning Committee Responsibilities**

- Collaborate with staff advisors and Co-Directors throughout the planning and visionary stage of the conference
- Attend and participate in all MURC Planning Committee training, retreats and meetings
- Perform portfolio-specific tasks and support other portfolios as needed
- Create and develop a portfolio-specific timeline leading to the conference, in consultation with staff advisors
- Foster a strong team relationship which emphasizes teamwork and communication
- Oversee and implement events on the day of MURC
- Work to increase student awareness of MURC as both a venue to showcase research and as a way to learn more about undergraduate research happening in the UBC community

### **Portfolio-Specific Responsibilities**

- Develop a vision and overall strategy for MURC with the staff advisors
- Research other undergraduate research conferences across campus that occur during the academic year; assess and reach out to applicable conferences and undergraduate research journals to promote MURC presenter applications – in consultation with staff advisors
- Support and manage the four MURC Planning Committee Portfolios as consistent with the vision and strategies for the conference
- Work with staff advisors in creating a detailed schedule for the conference including any events leading up to MURC
- Plan and facilitate weekly full team meetings
- Oversee the development and progress of the master timeline and task list for all portfolios
- Arrange and meet with the staff advisors and coordinate portfolio meetings
- Complete all tasks that do not fall under a specific Co-Director's portfolio
- Work with various campus community partners and stakeholders who help support the conference
- Develop and maintain a collaborative atmosphere within the MURC Planning Committee
- Provide feedback to the Co-Directors about tasks and projects
- Plan and implement a robust tracking and assessment system for the conference in consultation with the staff advisors
- Plan and implement the awards reception at the end of the conference; this includes (but not limited to) developing the programming, coordinating catering and logistics for the event with support from the portfolios

### **Qualifications**

- Previous experience facilitating a team and building a team are required
- Previous experience in event planning and/or project management
- Experience and willingness to learn and teach others
- Ability to motivate and inspire others and lead by example
- Interest in student development, leadership, and research (in addition to other scholarly activities of the academic community)
- Knowledge of UBC Services and resources for students
- Previous involvement in MURC and other academic conferences an asset
- Past leadership experience in campus initiatives an asset
- Strong public relations, interpersonal, and communication skills (written and verbal)
- Strong organizational, teamwork, and project management skills
- Ability to reliably meet deadlines and work well under pressure
- Must proactively initiate cross-portfolio communication
- Demonstrated initiative; ability to recognize problems quickly and apply sound solutions
- Previous experience with Microsoft Office applications



### **Support and Supervision Exercised**

- The MURC Co-Chairs will work closely with the Co-Directors and will oversee the general tasks under the different portfolios.

### **Support and Supervision Received**

The MURC Co-Chairs will be supported and supervised by UBC staff with the Centre for Student Involvement and Careers.

### **Important Dates**

- September 3-13, 2019: Interviews
- September 16-18, 2019: Decision and position offers sent out
- September 19-October 4, 2019: Portfolios schedule and attend one transition meeting with past MURC 2019 Co-Director
- October 5, 2019: MURC Planning Committee Fall Retreat
- October 14 - 18, 2018: Week of the first MURC Planning Committee meeting
- January 11, 2020: 2020 Student Leadership Conference (required attendance)
- March 9 – 21, 2020: All Planning Committee members are asked to not schedule substantial extra-curricular activities in the period leading up to MURC.
- March 21, 2020: 2020 Multidisciplinary Undergraduate Research Conference

### **How to Apply**

Please submit a cover letter and resume to the Careers Online posting. The application for this position closes on Tuesday, August 20, 2019 at 11:59 PM. If you have any questions or concerns about the application process, please email [undergraduate.research@ubc.ca](mailto:undergraduate.research@ubc.ca). Please note that only candidates invited for an interview will be contacted.

### **Additional Notes**

Students that are part of the MURC Planning Committee will not be eligible to participate as a presenter at the 2020 Multidisciplinary Undergraduate Research Conference.