



Position Description: Volunteer Co-Directors (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.

Volunteer Co-Directors Position Summary

The Volunteer Co-Directors will work closely with UBC staff and the MURC Co-Chairs to create and execute a comprehensive plan for the recruitment, training, support and recognition of conference volunteers.

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 Meeting 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 the Co-Chairs and staff advisors 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

- Work with the MURC Co-Chairs and other portfolios to develop creative ways for volunteer and adjudicator recruitment
- Determine the number of volunteers and adjudicators needed for the conference
- Develop and manage a process for the selection of volunteers
- Create volunteer roles, position descriptions and volunteer shifts leading up to and during the conference; ensure volunteers fully understand their roles and their impact on the conference
- Coordinate and implement training sessions, activities and professional development opportunities for volunteers
- Plan and implement volunteer appreciation event; this includes (but not limited to) collaborating with CSI&C staff to determine programming, coordinating catering and logistics for the event
- Work with staff advisors in coordinating staff volunteer schedules for the day of the conference
- Maintain regular communication with volunteers leading to the conference
- Create and execute a strategy of support and recognition for volunteers
- Work closely with staff advisors, Co-Chairs and other committee members to ensure consistency in communications and volunteer and adjudicator staffing
- Oversee the flow of presentations and events during the conference

Qualifications

- Strong strategic and critical thinking skills
- Ability to provide constructive, goal-oriented, peer feedback to volunteers
- Previous experience in volunteer management an asset
- Previous experience in workshop and/or event planning 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
- Demonstrated willingness to learn
- Previous experience with Microsoft Office applications

Support and Supervision Received

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



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, 2019: 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. 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.