

## **Position Description: MURC Co-Chair (One Position)**

**2025 MURC Planning Committee**

***Deadline for Applications: Sunday, July 7 at 11:59 PM (PDT)***

### **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. Since its inception in 2003, the conference has been entirely undergraduate student-led and undergraduate student-centered, providing the UBC community with a unique platform to showcase and celebrate undergraduate research through presentations, workshops, and keynote speakers.

Student researchers can participate in one of three ways - in-person presentation, in-person poster, or virtual presentation, with exemplary presentations given recognition at the end of the conference. Other students, including graduate students, can support the conference as volunteers or adjudicators.

**This year, MURC will take place in-person, with an online component, on March 15, 2025. Presenter registration for MURC 2025 will begin in November 2024.**

### **MURC CO-CHAIRS POSITION SUMMARY**

The MURC Co-Chairs are the detail oriented, strategic leads of the MURC Planning Committee, which is composed of peer executive members from across the university. MURC Co-Chairs work closely with staff advisors to create a strategic plan for the conference and provide leadership, mentorship and guidance to all executive portfolios including Logistics and Programming, Workshops and Presentations, Volunteers and Communications and Promotions.

Co-chairs are expected to lead their peers by coordinating key conference deliverables, implementing marketing and logistic plans, managing the conference budget and especially by ensuring conference deadlines and milestones are met in a timely manner. Co-chairs are clear communicators, with strong organizational skills, and a keen ability to work both independently and in collaboration with a hybrid staff and student team.

The division of Co-Chair responsibilities is decided in consultation with staff advisors.

### **TIME COMMITMENT**

- This position is a 8-month long commitment, commencing September 2024 and ending in April 2025
- Approx. 8-10 hours per week from September 2024 to January 2025
- Approx. 15-20 hours per week from February to March 2025 (leading up to the conference)
- Note: peak periods will depend on portfolio-specific timelines

- Bi-weekly and Weekly meetings for the MURC Planning Committee will take place on Thursdays from 3pm-5pm. Attendance is mandatory for all meetings.

## GENERAL PLANNING COMMITTEE RESPONSIBILITIES

- Collaborate with staff advisors and Co-Directors throughout the planning and implementation of the conference
- Co-develop, implement, attend, and participate in all MURC Planning Committee training, retreats and meetings
- Develop and execute portfolio-specific tasks, including the development of a timeline and deliverables, in consultation with staff advisors; support other portfolios as needed
- Build a strong team rapport which emphasizes teamwork, flexibility, and communication
- Oversee and implement events on the day(s) of MURC
- Help increase student and faculty awareness of MURC and undergraduate research
- Develop and plan key programming, workshops, presentations, and events, including pre-conference and day-off conference

## PORTFOLIO-SPECIFIC RESPONSIBILITIES

- Develop a strategic plan, timeline and vision for MURC, in consultation with staff advisors
- Research other undergraduate research conferences across campus that occur during the academic year; assess and reach out to applicable conferences to promote MURC presenter applications – in consultation with staff advisors
- Support and manage the four MURC Planning Committee Portfolios, ensuring alignment with MURC timelines, ethos and strategic vision
- Work with staff advisors in creating a detailed schedule for the conference including any events leading up to MURC
- Plan and facilitate weekly team meetings; coordinate staff advisor meetings; coordinate portfolio specific meetings
- Oversee the development and progress of the master timeline and task list for all portfolios
- Work with various campus community partners and stakeholders who help to support the conference
- Develop and maintain a collaborative atmosphere within the MURC Planning Committee; provide and guidance and feedback to executive team
- Plan and implement a robust tracking and assessment system for the conference in consultation with the staff advisors
- Consider ways to make the conference more inclusive, accessible and safe

## QUALIFICATIONS

### Required:

- Proven ability to organize complex tasks, provide high caliber deliverables and achieve deadlines
- Previous experience leading a team and facilitating small-group work

- Previous experience in event planning and/or project management skills, including ability to reliably meet deadlines and work well under pressure
- Ability to work independently, and with others; ability to pro-actively manage communication and project development
- Strong communication skills, with demonstrated examples of successful collaborative, team-based projects, events or initiatives
- Experience and willingness to learn and work with feedback
- Ability to motivate and inspire others; willingness to lead by example
- Ability to recognize problems quickly and apply sound solutions
- Skill with Microsoft Office, Teams, Canva and/or In-Design (or willingness to learn)
- Strong public relations, interpersonal, and communication skills (written and verbal)

#### Preferred:

- Interest in student development, leadership, and/or research
- Knowledge of UBC Services and resources for students
- Previous involvement in MURC and other academic conferences
- Past leadership experience in campus initiatives

#### SUPPORT AND SUPERVISION EXERCISED

The MURC Co-Chairs will work closely with peer 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 advisors with the Centre for Community Engaged Learning.

#### IMPORTANT DATES

- Group Interviews: July 22 to August 9, 2024
- Position offers: August 16, 2024
- MURC Planning Committee Fall Retreat: September 14, 2024
- Bi-Weekly MURC Planning Committee Meetings: Starting September 26, 2024
- Weekly MURC Planning Committee meetings: Starting January 9, 2025
- All Planning Committee members are asked to not schedule substantial extra-curricular activities in the period leading up to MURC: March 1- March 15, 2025

#### HOW TO APPLY

Please submit a cover letter and resume to the Qualtrics form. The application for this position closes on **Sunday July 7, 2024 at 11:59 PM (PDT)**. 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 2024 Planning Committee will not be eligible to participate as a presenter at the 2025 Multidisciplinary Undergraduate Research Conference.

## **WHY JOIN THE MURC PLANNING COMMITTEE?**

Being a part of the MURC Planning Committee is an opportunity for professional growth and the development of a strong network among UBC students and faculty. Participating in this committee provides students an opportunity to enhance their project management, event planning, public outreach, leadership, communication, and team collaboration skills. Past committee members have indicated the positive team environment as their most memorable experience and project management, event planning, leadership, and communication as key areas of professional development during their time on the committee. Through committee team building, students will develop a leadership skill set based in co-creation, partnership, and intentional communication. The planning committee members are central figures in the planning and implementation of the conference, providing the student the opportunity to identify areas of professional interest.