

Position Description: Logistics and Programming Co-Directors (Two Positions)

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.

LOGISTICS AND PROGRAMMING CO-DIRECTORS POSITION SUMMARY

The Logistics and Programming Co-Directors will work closely with the MURC Co-Chairs and UBC staff to oversee the coordination and organization of event logistics and conference programming.

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 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
- Consider ways to make the conference more inclusive, accessible, and safe

PORTFOLIO-SPECIFIC RESPONSIBILITIES

- Design a plan to organize and schedule oral and poster presentations, both in-person and online
- Work with staff advisors to coordinate staff volunteer schedules for the day of the conference
- Create and oversee the logistics during the conference, in partnership with the Workshops and Presentations Portfolio, including room bookings, supplies and other logistical needs
- Create day-of packages and relevant documents for the conference
- Coordinate and lead the MURC Planning Committee with foot stepping for the day of the conference, in consultation with the Co-Chairs and staff advisors
- Oversee the flow of presentations and events during the conference
- Develop and coordinate conference programming (i.e. keynote, panelists, conference workshop sessions) in consultation with the Workshops and Presentations portfolio, Co-Chairs and staff advisors

QUALIFICATIONS

- Ability to analyze processes and logistics to optimize and streamline the conference as a whole
- Strong attention to detail
- Strong ability to learn and manage various technological platforms (i.e. Zoom, Canvas, Collaborate Ultra) and ability to quickly learn schedule management skills
- Experience with conference, workshop planning and/or events organization 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 Logistics and Programming Co-Directors will be supported and supervised by the MURC Co-Chairs and UBC staff 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, 2023 at 11:59 PM (PDT)**. 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 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.