Conference Ambassador Job Description

Volunteer Reports To: Limitless Volunteer Coordinator

Summary: Conference Ambassadors are the backbone of Limitless Conference. Leading up to the conference, Ambassadors assist with building hype around the event through social media. On the event day, Ambassadors help moderate keynote and presentation sessions, facilitate Q&A at the end of each presentation and provide technical support on the event platform (Microsoft Teams). Volunteering as a Conference Ambassador is a great way to get involved in Limitless, gain essential professional skills and give back to the Columbia College community.

Note: Limitless 2021 is held 100% virtually. Volunteering is also virtual.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prior to event, Ambassadors assist with conference promotion and building hype on social media
- During the event, Ambassadors assist as a Moderator or Tech Assistant to support conference sessions including keynote speeches, student presentations and professional development workshops
- Moderator
    - Act as Host for conference sessions
    - Set session expectations for participants at the beginning of the session
    - Introduce speaker and topic
    - Keep track of time and provide speaker with time warnings
    - Facilitate Q&A at the end of student presentations including tracking questions in chat
- Tech Assistant
    - Act as Co-Host for conference sessions
    - Assist with controlling Teams settings such as admitting participants, mute/unmute
    - Share screen and help control the presenter's slide show
- Floater
    - Act as general support for any conference needs that arise
    - May need to be able to do Moderator or Tech Assistant tasks
    - May assist with Film Festival

REQUIREMENTS

- Must be a current Columbia College student, faculty, or staff member
- Must have a good understanding of Microsoft Teams and other computer skills
- Must have a laptop or computer with a camera, microphone, and ability to share screen
- Must have a strong and reliable internet connection
- Must present a professional appearance and friendly manner

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- Be dependable and punctual
- Be courteous and personable when dealing with conference participants
- Be self-directed and willing to take initiative

TRAINING & SUPERVISION

- Attend volunteer training on July 9, 2021
- Training and supervision conducted by Limitless Volunteer Coordinator

EVALUATION

- Ambassadors will complete a post event self-evaluation

TIME COMMITMENT

- **Pre-Conference:** 1 hour per week posting on social media
- **Conference Date:** Friday, July 16, 2021
  - **Shift A:** 8:30am-12:30pm
  - **Shift B:** 12:30pm-5:00pm
  - Ambassadors may choose one or both shifts.

BENEFITS

- Knowing that you are working as a team to ensure that Limitless Conference runs smoothly
- Develop transferable skills in communication, group facilitation, time management and more
- Gain experience supporting a live virtual event
- Meet like-minded people
- Attend portions of Limitless Conference
- Letter of reference upon request

We cannot do it without you! Thank you for being part of the team.

Limitless Conference is an annual student conference held at Columbia College. Limitless Conference celebrates student excellence in academic scholarship. The conference involves keynote speeches, networking with various industry professionals, student presentations and a film festival. Students are welcome to present academic essays, research or creative multi-media project from their coursework. For more information, visit https://www.columbiacollege.ca/limitless.