**Framing Assistant**

**Role**

Assist book store representatives with framing of degrees

**Location**

* Alumni welcome tent in the main courtyard

**Responsibilities and Information**

* Before Convocation
  + Attend volunteer orientation meeting
* Day of Convocation
  + Check in with *alumni UBC* Volunteer Coordinator in the Alumni Volunteer room at designated check in time (provided prior to Convocation via email)
  + Framing instructions will be provided by book store representative prior to start of volunteer shift
  + When graduates arrive at tent or in foyer with purchased frames, share congratulations and warm welcome while framing degrees
  + After framing is completed, invite graduates to enjoy a refreshment, activate their A-Card and check out activities in and around at the alumni tent
  + Once your shift is complete, you are welcome to return to the *alumni UBC* volunteer room for refreshments
* After Convocation
  + Attend recognition event
  + Give comments and recommendations to *alumni UBC* Coordinator

**Time Commitment:** 2 hours per shift