

## Framing Assistant

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### 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 and learn more about their new alumni support team!
  - Once your shift is complete, you are welcome to return to the *alumni UBC* volunteer room for refreshments

**Time Commitment:** 2 hours per shift