

<b>Role Title</b>	Degree Ceremony Volunteer
<b>Department / Institution</b>	Development and Alumni Relations

## Why we want you

University of Cambridge degree ceremonies take place in the Senate-House throughout the year from October to July. Elements of the ceremony have their origin amongst the earliest customs of the University some eight hundred years ago.

Cambridge University Development and Alumni Relations (CUDAR) runs an alumni stand at every ceremony, where new graduates are congratulated and welcomed into the alumni community by CUDAR staff and volunteers.

The University needs volunteers to join a pool of Degree Ceremony Volunteers who take it in turns to help run the alumni stand. Working alongside a CUDAR staff member, volunteers congratulate graduates, hand out gift bags and collect contact details. Depending on shift times, volunteers also help with setting up and/or packing away the stand. Following a shift volunteers are asked to complete a short feedback form.

## What you will gain from this role

This is an opportunity to volunteer in the grand surroundings of the Senate-House and participate in an ancient University tradition.

You will be the first person to congratulate new graduates and as such, you will play an important role in their special day.

As well as working at the stand, you will be able to watch a session inside the Senate-House and meet some of the University officials presiding over the day.

The time commitment is flexible. Refreshments will be provided.

## Skills required

- Good interpersonal skills.
- Helpful, friendly and approachable manner.
- Ability to deal with people from all walks of life.
- Team player.
- Ability to appropriately handle confidential data.
- The role will involve lifting, carrying and transporting items, so may not be suitable for anyone with a previous or existing musculoskeletal disorder, injury or medical condition, or anyone who is pregnant.
- You will be working in a part-covered marquee, where the temperature will be affected by external weather conditions. You will also be working outside at short intervals when transporting supplies across the Senate-House site.

<b>When</b>	The dates of this year's degree ceremonies are published at: <a href="http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremony-dates">www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremony-dates</a> .
<b>Time commitment</b>	We ask volunteers to commit to two shifts a year.
<b>Duration</b>	A shift is usually about four hours in duration. Degree ceremonies can run a little early or late, and to accommodate this we ask volunteers to be reasonably flexible with shift start and finish times.
<b>Responsible to</b>	The volunteer pool is managed by Jennie Hastie, Alumni Relations Coordinator. Volunteers report to a designated CUDAR staff member on the day.
<b>Training and support</b>	Volunteers are provided with a briefing document in advance of a shift and instructions from a CUDAR staff member during a shift.

## Legal check requirements for this role

- You will be asked to sign a data protection form so that you can collect new graduates' contact details.
- We have a legal responsibility to ensure that you have the right to volunteer in the UK before you can start volunteering for us. If you do not have the right to volunteer in the UK already we will not be able to progress your interest any further.

## How to apply for this volunteer role

To submit an expression of interest in this role email: [volunteers@alumni.cam.ac.uk](mailto:volunteers@alumni.cam.ac.uk).

Recruitment for this role is ongoing.

## General Information

### The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges. The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research. There is much more information about the University at [www.cam.ac.uk/univ/works/index.html](http://www.cam.ac.uk/univ/works/index.html) which we hope you will find helpful.

### Cambridge University Development and Alumni Relations (CUDAR)

Cambridge University Development and Alumni Relations (CUDAR) is the alumni relations and fundraising arm of the University. It has the responsibility for raising major philanthropic gifts from alumni and non-alumni sources; for encouraging lifelong relationships and building links between the University and its alumni and supporters; for ensuring that the worldwide community of over 200,000 alumni are well-informed about the development of the University and equipped to be effective ambassadors and advocates.