Degree Ceremony Volunteer

Introduction

University of Cambridge degree ceremonies are held in the Senate-House throughout the year from October to July. A degree ceremony (or 'congregation') is a day of back-to-back sessions inside the Senate-House, with graduands from four or five (sometimes more) of the Colleges being presented to proceed to their degrees at each one. 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.

Key responsibilities

You will join a small pool of Degree Ceremony Volunteers who take it in turns to help run CUDAR's alumni stand at degree ceremonies. The majority of these volunteers are Cambridge alumni and others are members of the public.

During a shift you will congratulate graduates, hand out gift bags and collect contact details. Depending on your shift time you will also help set up and/or pack away the stand. Following a shift you will be asked to complete a feedback form.

Why volunteer?

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 observe 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 and lunch is usually available for those working a full day.

Skills

- 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

**Time commitment**

The dates of this year's degree ceremonies are published at:
www.admin.cam.ac.uk/students/studentregistry/current/newstud/graduation/dates

We ask volunteers to commit to two shifts a year. A shift is usually about four hours in duration.

**Additional requirements**

You will be provided with a briefing document in advance of every shift to give you an overview of the event and guidance on your tasks.

Degree ceremony timings often run a little early or late, and to accommodate this we ask volunteers to be reasonably flexible with shift start and finish times and any short notice changes to them.

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 for the majority of the shift, 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.

You will be asked to sign a data protection form so that you can collect new graduates' contact details.

**Contact**

For further information and to register your interest, please email volunteers@alumni.cam.ac.uk.