

## SCB 2003 Student Volunteer Assignment Descriptions

<b>Assignment</b>	<b>Description</b>	<b>Hours</b>
<b>CON SESS A/V</b> Concurrent Session, Audio/Visual	Coordinate Audio-visual for presenters at concurrent sessions; trouble-shoot A/V problems as they arise; load CD Rom presentations on computer 30 minutes prior to sessions, if needed.	Su: 9:30-12:30; 1:30-6:00 Mo: 9:00-12:00; 1:00-5:30 Tu: 9:00-12:00; 1:00-3:00 We: 9:00-12:00; 1:00-5:30
<b>CON SESS L/D</b> Concurrent Session Lighting/Doorway	Work lighting in session rooms; usher conferees to seats during crowded sessions; watch doorway during talks; assist A/V volunteer as needed	Su: 9:30-12:30; 1:30-6:00 Mo: 9:00-12:00; 1:00-5:30 Tu: 9:00-12:00; 1:00-3:00 We: 9:00-12:00; 1:00-5:30
<b>SYM A/V</b> Symposium, Audio/Visual	Coordinate Audio-visual for presenters at symposia and workshops; trouble-shoot A/V problems as they arise; load CD Rom presentations on computer 30 minutes prior to sessions, if needed.	Su: 9:30-12:30; 1:30-6:00 Mo: 9:00-12:00; 1:00-5:30 Tu: 9:00-12:00 We: 9:00-12:00; 1:00-5:30
<b>SYM L/D</b> Symposium, Lighting/Doorway	Work lighting in session rooms; usher conferees to seats during crowded sessions; watch doorway during talks; assist A/V volunteer as needed	Su: 9:30-12:30; 1:30-6:00 Mo: 9:00-12:00; 1:00-5:30 Tu: 9:00-12:00 We: 9:00-12:00; 1:00-5:30
<b>WKP ATTEN</b> Workshop Attendant	Assist workshop organizers with A/V and doorway/lighting as needed	Su: 9:30-12:30; 1:30-6:00 Mo: 9:00-12:00; 1:00-5:30; 6:30-9:00 Tu: 9:00-12:00; 6:30-9:30 We: 9:00-12:00; 1:00-5:30
<b>PLEN GR</b> Plenary Session, Greeters	Usher conferees to seats during crowded sessions; watch doorway during talks; trouble-shoot as needed to ensure smooth-running session	Su: 7:30-9:30 Mo: 7:30-9:00 Tu: 7:30-9:00 We: 7:30-9:00
<b>ROAM</b> Roaming Volunteer	Fill in for plenary, symposia, and contributed paper session volunteers as needed for bathroom breaks or volunteer no-shows; Roaming volunteers will be asked to remain in the volunteer coordination area during sessions and be accessible via radios during assigned shifts.	Su: 9:30-12:30; 1:30-6:00 Mo: 9:00-12:00; 1:00-5:30 Tu: 9:00-12:00; 1:00-3:00 We: 9:00-12:00; 1:00-5:30
<b>E-MAIL</b> E-mail Station Attendant	Attendant will trouble-shoot e-mail problems and printer issues; Monitor the e-mail station during conference hours.	Su: 8-12; 12-4; 4-7 Mo: 8-12; 12-4; 4-7 Tu: 8-12; 12-4; 4-7 We: 8-12; 12-4; 4-7
<b>PP LOAD</b> PowerPoint Loading	Preference will be given to UMD or UMTC students. PowerPoint Presentations will be loaded on laptop computers; must have PC trouble-shooting skills	Sa: 8-2

<b>TICKETS</b> Event Ticket Taker	Act as event greeters for lunches and banquet	Su: 11:30-1:30 Mo: 11:30-1:30 Tu: 11:30-1:30 We: 11:30-1:30; 6:00-8:00
<b>POSTER CONST</b> Poster Construction	Preference will be given to UMD or UMTC students. Assist local committee with construction of poster boards	Sa: 8-2
<b>POSTER S/BD</b> Poster Setup & Break Down	Assist poster presenters set-up and take down the posters; Take-down will also include helping DECC personnel move poster boards into storage space	Su: 7:00-12:00 We: 1:00-4:00
<b>INFO TABLE</b> Student Information Table Assistants	Preference will be given to UMD and UMTC students. Volunteers will answer student questions about the conference, maintain the message boards, and facilitate scheduling of informal conference activities and discussions.	Su: 8-12; 12-4 Mo: 8-12; 12-4 Tu: 8-12; 12-4 We: 8-12; 12-4
<b>GREET</b> Dorm Room Greeters	Help dorm guests at UMD get their keys and find their rooms. Preference will be given to UMD students.	Sa: 12-6
<b>VOL COORD</b> Volunteer Coordinator	Preference will be given to UMD and UMTC students. Confirm assignments for volunteers; troubleshoot volunteer issues; handle volunteer sign-in. Stationed at volunteer coordination area and be accessible via radios during assigned shifts.	Sa: 1:00-4:00 Su: 7:30-12:30; 12:30-6:00 Mo: 7:30-1:30; 1:30-7:30 Tu: 7:30-12:30; 12:30-3:30 + 6:30-7:30 We: 7:30-12:30; 12:30-6:00