



# Recognizing Research Achievements and Excellence

Faculty of Public Affairs Carleton University

## Research Month Ambassador Recruitment Guide

### EVENT OVERVIEW

FPA Research Month is an annual event, started in 2014, held by the Faculty of Public Affairs to recognize and celebrate research in the faculty.

FPA Research Month is composed of events sponsored by a range of units in the faculty including symposia, panel discussions, conferences, and lectures. It showcases undergraduate research projects, graduate student and faculty research, as well as research and commentary from external participants.

More details can be found here: <http://carleton.ca/fpa/research-month/>

### KEY DETAILS

Dates: February 24-March 24 (weekdays only)

Location: River Building and MacOdrum Library, Carleton University

### FPA AMBASSADOR QUALITIES & DUTIES

FPA Research Month provides an exciting volunteer opportunity and the possibility to perform tasks as a representative of the Faculty of Public Affairs. There are a number of skill sets and duties that will be required for all ambassadors. Ambassadors must:

- Act in a leadership capacity and represent the FPA professionally
- Coordinate or delegate tasks to other ambassadors, follow up to ensure delegated tasks are completed
- Raise awareness and/or knowledge within Carleton University
- Work cooperatively with others
- Operate the FPA Research Month Information Desk in the River Building
  - Speak coherently and effectively to provide information and schedules
  - Demonstrate interpersonal skills required to answer questions
  - Direct people to events and promote upcoming events
  - Seek meaningful feedback from others by distributing, collecting, and compiling participant feedback forms

- Assist with Event Operations
  - Create a welcoming environment by greeting participants at events
  - Work as a team by assisting with event set-up and tasks (event runner)
  - Perform check-in and registration procedures

### **SCHEDULE/COMMITMENT**

Mandatory FPA Ambassador training will take place from 10:30 – 11:30 on 12 February, 2015 in the Multimedia Lab in the Discovery Centre at MacOdrum Library. If you have a conflict with this time please indicate when you submit your application.

FPA Ambassadors will arrange their own schedule through an online service to be provided by the Office of the Dean. Changes to the schedule can be made by each individual ambassador up until the date of training (11 February) when times are locked in. If you do need to change your schedule after this point you will need to contact the Event Coordinator directly.

Each ambassador will contribute 20 hours (5 four hour long shifts) to be eligible for the benefits outlined below.

### **BENEFITS**

- Apparel – each FPA Research Month Ambassador will receive a complimentary t-shirt to be worn while undertaking their duties
- Recognition – FPA Research Month Ambassador will be added to your Co-Curricular Record
- Wrap-up Pizza Party with the Dean – celebrate your experience!

### **APPLY NOW!**

If this sounds like an opportunity for you please contact FPA Event and Outreach Coordinator, Cassie Hodgins, at [cassie.hodgins@carleton.ca](mailto:cassie.hodgins@carleton.ca) before January 30, 2015 and identify how you heard about this opportunity as well as your program of study.