

# Science

## Faculty of Science Squad Manager

The Science Squad Manager works closely with the Imagine UBC Squad Leader and the MUG Leaders to coordinate the logistics of training and communication of the Squad and Imagine day itself. They are the logistics coordinator, timekeeper, and organizer.

As a Squad Manager you will:

1. Attend all necessary training
  - Attend monthly BOO meetings with Squad Leader
  - Assist with logistics of March training (One full day and one half day on a weekend in late March)
  - Attend Squad Leader and Squad Manager training (September 3, 2012)
2. Track and report bi-weekly squad communications and online quizzes of Squad
  - Ensure MUG Leader communication is getting to new students through regular monitoring of check in sheet
  - Report to Squad Leader if there is a communication fail and follow up to help remedy problem
  - Assist Squad Leaders and MUG Leaders in creating community with Squad
  - Ensure MUG Leaders are filling out necessary online component on time
3. Assist with logistics of September training (September 2-4, 2012)
  - Help with setup/tear down
  - Ensure training is running on time and smoothly
4. Manage and organize the Squad logistics during the Imagine UBC day (Sept. 5, 2012)
  - Ensure events are running on schedule
  - Take attendance
  - Direct students when lost
  - Assist with setup/teardown
  - Coordinate logistics of the Campus Tour for your Squad
5. Help organize and report feedback of program through focus groups and questionnaires
  - Help find students to participate in focus groups aimed at getting feedback on the Imagine experience
  - Help in gathering of data once focus groups are complete
  - Compile and organize data