ASSISTANT POWERPOINT & DATABASE MARSHAL

Must attend database training on Wednesday 18 December at 11.30 - 1 pm at Docklands Stadium, Victory Room B, Gate 2, level 1. After lunch (provided) attend registration and training in Victory Room A.

Specific Location
Individual stages (1 per stage)

Number of Staff
14

Reports to
PowerPoint & Database Marshal

Responsible for
Assisting PowerPoint & Database marshal with the PowerPoint presentation

Specific tasks

- Collect scanners from the Registration Marshals and upload data from both scanners onto the laptop. Once data is uploaded, absentees are highlighted in blue on the one master list.

- Assist the PowerPoint Marshal during the graduation process with particular regard to relaying information of any missing students and confirming that the order of students agrees with the order of slides.

- Other tasks as advised by PowerPoint & Database Marshal