

## 2025 Call for Onsite Student Staff

The IPSA World Congress Team is currently seeking dynamic event staff willing to contribute to the 28th World Congress of Political Science in Seoul, South Korea. IPSA will be accepting only **in-person** staff applications.

To apply to work as onsite student event staff, please fill out the appropriate form **before 30 June 2025**:

- [Apply as Event Staff – WC2025 Onsite Student Staff Interest Form](#)

## Requirements & Task Descriptions

1. Staff are accepted from all academic backgrounds. Those enrolled in programs related to the fields of Political Science, International Relations, Economics, International Political Economy, History, Philosophy, Sociology, International Law, Business, Communications or Marketing may find the academic content of the World Congress to be of particular interest.
2. The official languages of IPSA are English and French. Staff must be proficient in English. Korean is an asset and knowledge of any other language is a plus.

## Onsite Event Staff Requirements

- Onsite event staff must be available to work at the Coex ([MAP](#))
- Staff must attend the orientation session held at Coex on **Friday 11 July, 14:00-18:00**.
- Staff must be available for at least **four (4) days** (6 working shifts) between 12 and 16 July 2025. The working shifts will be:

Congress Day	Start-End Times (Working Shift)	Duration (Hours)
Friday, 11 July 2025 ( <b>mandatory training</b> )	12:00-18:00	6
Saturday, 12 July 2025	12:00-19:00	7
Sunday, 13 July 2025	07:00-14:00	7
Sunday, 13 July 2025	14:00-21:00	7
Monday, 14 July 2025	08:00-14:00	6
Monday, 14 July 2025	14:00-20:00	6
Tuesday, 15 July 2025	08:00-14:00	6
Tuesday, 15 July 2025	14:00-20:00	6
Wednesday, 16 July 2025	08:00-14:00	6
Wednesday, 16 July 2025	14:00-20:30	6.5

## Onsite Event Teams and Task Descriptions

Event Team	Number of Staff	Description
Registration	8-10	<ul style="list-style-type: none"><li>• Know all participant types and badge holders;</li><li>• Print receipts, participation letters;</li><li>• Onsite registrations;</li><li>• QR code scanning;</li></ul>

Event Team	Number of Staff	Description
		<ul style="list-style-type: none"> <li>Website training;</li> <li><b>Must be very comfortable in English.</b></li> </ul>
<b>Information: Directional / In booth</b>	14-16	<ul style="list-style-type: none"> <li>Info Desk and respond to general inquiries;</li> <li>Know program, website, mobile application, Coex layout;</li> <li>Liaise with special event team leader to share directional staff;</li> <li>Monitor exhibitor area;</li> <li>Stay at main entrances, escalators &amp; elevators;</li> <li>Badge police;</li> <li><b>Must be comfortable in English and Korean</b> (another language is an asset)</li> </ul>
<b>Room Attendant</b>	30-40	<ul style="list-style-type: none"> <li>Manage room reports (accurate data entry);</li> <li>Respond to minor AV needs in panel rooms;</li> <li>Know program, addendum, badges;</li> <li>Understand panel format;</li> <li>Badge police.</li> </ul>
<b>Special Events</b>	10	<ul style="list-style-type: none"> <li>Know special events and duties (ushers, VIP escorts, door staff);</li> <li>Liaise with Info Desk/ Directional team leader to share directional staff;</li> <li>Work with Room Attendant team leader in non-event times;</li> <li>Badge police.</li> </ul>
<b>Floater</b>	2	<ul style="list-style-type: none"> <li>World Congress &amp; Event Senior Director's assistant;</li> <li>Administrative Director's assistant;</li> <li>Respond to last minute needs (prepare signage, deliver messages);</li> <li>Respond to minor AV needs in panel rooms;</li> <li>Manage volunteers to video designated events.</li> </ul>

Selected candidates for onsite staff will be paid 12,000 KRW/hour with additional overtime for time worked above a set number of hours.

**To register, please fill out the form:**

[WC2025 Onsite Student Staff Interest Form](#)