

Training for Career Fair Volunteers

University Career Services

Overview

- Details and Statistics
- Position Descriptions
- Professional Development

Career Fair Overview

- Date: Wednesday, October 4 and Thursday, October 5
- Location: Dewberry Hall, Johnson Center, Fairfax Campus

Career Fair Stats:

- Fall 2014 Fair: 3341 students attended
- Spring 2015 Fair: 2456 students attended
- After the Spring Career Fair, students applied to an average of 3 positions as a result of attending the fair
- 33% of students received an interview within 4 weeks and each of these students received an average of 2 interviews

Volunteer Positions Available

- Loading Dock Shifts:
 - 8:30 – 10am, 10 – 11:30am, 2:30 – 4:30pm
- Employer Greeter Shifts:
 - 8:30 – 10am, 9:30 – 11am
- Student Check-in/Exit Shifts:
 - 10:30 – 12, 12 – 2pm, 2- 4pm

Loading Dock Position Description

- Attire: Casual clothing and comfortable shoes. If you will be attending the Career Fair, please bring professional clothing to change into.

- Morning: Assist with transport of materials (boxes, etc.) from employers' vehicles onto carts, and assist in general set-up.
- Afternoon: Assist with packing-up materials (boxes, etc.) from employers' tables, putting onto carts and transporting to the loading dock.
- Please note: this position involves manual labor.
- The loading dock is an excellent way to network with employers throughout the day in a more relaxed atmosphere.

Employer Greeter Position Description

- Attire: Business professional attire i.e. business suits, blouses or button-downs, slacks, knee-length or longer skirts, and conservative business shoes.
- You will greet employers and accompany them to their table. You must be able to answer any questions they may ask or connect them with a staff member who knows the answer.
- Professionalism is a must; you will be the first impression employers have of George Mason students!
- Terrific opportunity to practice your "personal pitch" with employers and make connections early in the day

Student Check-in/Exit Position Description

- Attire: Business casual attire i.e. appropriate tops, button-downs, slacks, appropriate skirts, and comfortable business shoes.
- Morning: Assist with student check-in (ie. card swipe), hand out maps, manage the name badge table, and help all guests with the Career Fair app.
- Afternoon: Manage LinkedIn Booth, assist with student exit survey, direct students to other Career Services resources
- Perfect opportunity for student leadership experience and for networking with other students, faculty, and staff

Professionalism at the Career Fair: What does it look like?

- ATTIRE
- Free from wrinkles, stains, and fits appropriately
- Wear your name tag (which will be provided)
- COMMUNICATION

- Be attentive with the employers' questions and needs
- Focus your conversation on professional topics
- KNOWLEDGE
- Have flexibility with your role
- Ask questions of UCS staff if you need help
- Remember that you are representing Mason!

Learning Outcomes: What do I get out of this?

- Networking Practice: As a volunteer, you have the opportunity to practice your networking skills and personal pitch throughout the day before you meet your dream employer for the real deal.
- Professional Experience: Practice professionalism and use your Mason experience as you interact with employers and other important stakeholders.
- Volunteer Experience: Show off your Mason knowledge to employers and students with this volunteer experience. Add this experience as a bullet on your resume!

Why is this important?

- You will be a reflection of Mason! Your interactions leave a lasting impression on employers. When you make a good impression, employers see Mason as the place to find qualified students.
- Get employers to return to Mason! Employers have to make tough calls about where they recruit. If they have a good experience with Mason students, they are more likely to come back in the years to come.
- They can hire you! If employers keep coming back to Mason, that means more opportunities for you to land internships and jobs in the future!