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:
  o 8:30 – 10am, 10 – 11:30am, 2:30 – 4:30pm
• Employer Greeter Shifts:
  o 8:30 – 10am, 9:30 – 11am
• Student Check-in/Exit Shifts:
  o 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!