Training for:

Career Fair Volunteers
Overview

Section 1: Details and Statistics

Section 2: Position descriptions

Section 3: Professional development
Career Fair Overview

Date:
Wednesday, February 17th
Thursday, February 18th

Location:
Dewberry Hall
Johnson Center
Fairfax Campus

Volunteers needed:
8:30 am - 4:30 pm
Career Fair Stats

* Fall 2014 Fair: 3,341 students attended
* Spring 2015 Fair: 2,456 students attended

* After the Spring Career Fair, students applied to an average of 3 positions as a result of attending the fair
* 33% 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 - 10 am
10 - 11:30 am
2:30 - 4:30 pm

Employer Greeter
Shifts:
8:30 - 10 am
9:30 - 11 am

Student Check-in/Exit
Shifts:
10:30 - 12 pm
12 - 2 pm
2 - 4 pm
Position Description:

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

Duties:
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.
Position Description:

**Employer Greeter**

**Attire:** Business professional attire i.e. business suits, blouses or button-downs, slacks, knee-length or longer skirts, and conservative business shoes.

**Duties:**
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.
Position Description: Student Check-In/Exit

Attire: Business casual attire i.e. appropriate tops, button-downs, slacks, appropriate skirts, and comfortable business shoes.

Duties:
- Morning: Assist with student check-in (i.e. 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 professional communication and utilize 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!

If employers return to Mason...

They can hire you!

Your interactions leave a lasting impression on employers. When you make a good impression, employers see Mason as the place to find qualified students.

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!

If employers keep coming back to Mason, that means more opportunities for you to land internships and jobs in the future!