Training for Career Fair Volunteers
University Career Services

Career Fair Overview

- Date: Wednesday, February 20 and Thursday, February 21
- Location: Dewberry Hall, Johnson Center, Fairfax Campus

Career Fair Statistics:

- October 2017 Career Fair:
  - Day 1 had over 1,960 students attend
  - Day 2 had over 1,810 students attend

Volunteer Positions Available

- Outdoor Greeter Shifts:
  - 8:30 – 10:30am
- Employer Greeter Shifts:
  - 8:30 – 10am, 9:30 – 11am
- Student Check-in/Exit Shifts:
  - 10:45am – 1pm, 1 – 4pm

Outdoor 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 outside between the Johnson Center and the Mason Pond Parking deck. You will be directing them inside the JC and providing them with instructions for how to check-in.
- Professionalism is a must; you will be the first impression employers have of George Mason students!
- This is a great opportunity to practice customer service and professional communication with employers. You will be the first Mason student they see!
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 in the Dewberry Hall Lobby 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 helping the employers navigate the busy event space and get set up for the day.

- 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 Handshake 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 candidates for their job and internship opportunities.

• 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!