Training for Career Fair Volunteers
University Career Services

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Career Fair Overview
• Date: Wednesday, February 21 and Thursday, February 22
• Location: Dewberry Hall, Johnson Center, Fairfax Campus

Career Fair Stats:
• October 2017 Career Fair:
  o Day 1 had over 1,960 students attend
  o Day 2 had over 1,810 students attend

Volunteer Positions Available
• Employer Greeter Shifts:
  o 8:30 – 10am, 9:30 – 11am
• Student Check-in/Exit Shifts:
  o 10:30 – 12, 12 – 2pm, 2- 4pm

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

• COMMUNICATION
  o Be attentive with the employers’ questions and needs
  o Focus your conversation on professional topics

• KNOWLEDGE
  o Have flexibility with your role
  o Ask questions of UCS staff if you need help
  o 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!