Descriptions of Career Day Board Positions

Position Descriptions
- Each position is held for 1 year; Spring 2018- Fall 2019 (except VP, which is a 2-year commitment)
- Vice President position is generally for sophomores
- Directors are generally Juniors/ Seniors
- Assistant Directors are generally Freshman/ Sophomores

Vice President: 2 Year Commitment
- Conduct general Career Day Board activities in the absence of the president
- Create and distribute recruiter surveys
- Arrange for purchase of nametags for the Board
- Serve a two-year commitment, 1st year vice president, 2nd year president
- Responsible for spring recruiting efforts/events
- Create spreadsheet that easily allows tracking of spending for the CDB year
- Arrange for current semester group photo, forward to Maria

Publicity Team: Director and Assistant
- Design/decide/update: the brochure, CDB Pamphlet, invitations, poster/banner, buttons, t-shirts, email blasts, thank you cards
- Reserve space between Union and Stewart for banner
- Place advertisements in Mortar Board and the Exponent, Cool Signs, Social Media, and forward to Dr. Nelson (faculty)
- Public Relations/Advertising for Career Day
- Ensure all classes are informed about Career Day
- Assist other board members in advertising specific aspects of Career Day (i.e. helping Student Relations advertise for Ambassador callouts)

Decorations Team: Director and Assistant
- Responsible for translating the theme for Career Day into decorations for the Senior Reception and Career Day luncheon
- Reserve, decorate, and photograph the display cases (Marriott and Stewart Center) to promote Career Day

Catering Team: Director and Assistant
- Meet with Conferences/HTM Chef to plan and finalize menu for Senior Reception & Career Day luncheon
- Reserve location for Senior Reception (Marriott Hall JPR/Atrium)
• Coordinate with Conferences/HTM regarding specific timing, counts, and prices

**Student Relations Team: Director and Assistant**

• Organize Ambassador callout, including fliers and classroom announcements
• Assign Ambassadors to companies (back-packs may be left in the coat check area or CDB break room)
• Work with Conferences/Maria for nametags
• Conduct a student information session for ambassadors, tour PMU/STEW
• Direct activities of ambassadors on the day of the fair
• Arrange a Resume Table Day
• Coordinate with Career Center to cover interview check-ins the day after the fair

**Recruiter Relations Team: Director and Assistant**

• Locate/communicate with new companies to attend Career Day
• Work with the HTM Career Center for the updated list of current industry recruiters for calling campaign
• Decide/order recruiter gifts
• Work with Maria on ordering of Thank you cards
• Update Career Wiki for companies attending the fair
• Confirm company reservations, shipping information, and arrivals

**Executive Assistant**

• Create and maintain budget for the board (finalize costs for the years fair)
• Creates historical binder of year activities for future board reference
• Assists board with necessary secretarial work
• Schedule rooms for meetings
• Plan a place, date, & time for the group board photo

**Additional Information**

- President: Rachel Tran; tranr@purdue.edu
- Advisors: Dr. Nelson; nelsond@purdue.edu, and Maria Poynter; poynterm@purdue.edu
- HTM is in charge of fall career fair (PMU-South Ballroom)
- CSR is in charge of spring career fair (PMU-South Ballroom)

**Communication is an important key to success!**