Descriptions of Career Day Board Positions

**Vice President: 2 Year Commitment** *(generally Sophomores)*
- 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

**Decorations Team: Director and Assistant**
- Responsible for translating the theme for Career Day into decorations for the Senior Reception and luncheon (colors, flowers, slogan, logo)
- Vases/flowers used during luncheon, please return to Marriott after luncheon is over
- Reserve and decorate and photograph the display cases (Marriott and Stewart Center) to promote Career Day

**Publicity Team: Director and Assistant**
- Design the “Holiday” card, brochure, invitations, posters, buttons, email blasts, thank you cards
- Reserve space between Union and Stewart for banner
- Place advertisements in Mortar Board and the Exponent; WLFI and/or WBAA, Instagram, Facebook, and possibly work with Dave Montgomery (CSR) to publicize both fairs together

**Catering Team: Director and Assistant**
- Meet with Union/HTM Catering to plan and finalize menu for Career Day luncheon & Senior Reception, and morning of interviews
- Place water bottle order with Erica for day of career fair (for company reps)
- Reserve location for Senior Reception
- Coordinate with Union/HTM Catering regarding specific timing, counts, and prices

**Student Relations Team: Director and Assistant**
- Reserve room/time/date for call-out’s
- Organize ambassadors’ callout’s including fliers and classroom announcements
- Use Google Docs for ambassador questionnaire
- Assign ambassadors to companies
- Arrange for nametags and ribbons for students, ambassadors, & recruiters
- Conduct student information session for ambassadors
- Direct activities of ambassadors on the day of the fair
- Coordinates with Career Center to cover interview check-ins the day after the fair

**Recruiter Relations Team: Director and Assistant**
- Locate new companies to attend next year’s career day
- Work with the HTM Career Center to update the list of current industry recruiters
- Update Career Wiki for companies attending the fair
- Confirm company reservations, shipping information, and arrivals
Descriptions of Career Day Board Positions

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 (work with Maria)
- Plan a place, date, & time for the group board photos (Holiday/Spring & Professional/Fall) – forward to Maria