

Descriptions for HTM/CSR 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

Publicity Team: Director and Assistant

- Design the “Holiday” card, brochure, invitations, posters, buttons, email blasts, thank you cards
- Reserve space on Stewart Center for banner display (3)
- Develop and utilize college, school and division social media to promote fair
- Develop list of student organizations and contacts across campus to generate awareness of our fair outside of the HTM/CSR.
- Share all promotional materials with Stephanie Farlow, HHS Career Development Director

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 (Purdue Conference Coordinator) 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 and CSR professional development specialist to update the list of current industry recruiters
- 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 (work with Maria)
- Plan a place, date, & time for the group board photos (Holiday/Spring & Professional/Fall) – forward to Maria