

## **Business & Hospitality Career Fair Volunteer Job Descriptions**

Tuesday, February 23, 2010

### **EMPLOYER REGISTRATION – Ballroom, K-State Student Union**

You will work with CES staff to welcome employers to the Career Fair, provide them with the necessary written information and verbal directions that will help them navigate the event.

- Greet employers and answer questions they may have. If you're unsure of the answer, locate a CES staff member to provide the necessary help.
- Give the employer their welcome packet, name tag(s) and conference card.
- Highlight the employer name on check-in sheet.

*Dress: Business Casual (chinos/khaki's and polo shirt) as you may be asked to help with employer set-up or move materials. **Be dressed to work inside and out**, depending on need.*

### **PARKING – Outside near K-State Union**

Upon your arrival, please check in with the CES Staff person overseeing parking.

*Dress: Business Casual (chinos/khaki's and polo shirt) with comfortable shoes. You will be **OUTSIDE**, so dress for weather!*

### **EMPLOYER SET-UP – Ballroom & East Curb, K-State Student Union**

You will greet employers, help them load their equipment and materials on carts, guide them to the event site and help them unload their materials at their table.

- Check in at the student registration table outside the Ballroom to obtain a name tag and map with employer's name and table numbers.
- Greet employers (make them feel welcome).
- Offer to load/unload materials and deliver to Ballroom using the push carts for heavier or larger loads.
- Deliver materials to appropriate table in Ballroom. Direct employers to Employer Registration table.
- Be available for the flow of "late comers" arriving after 9:30 AM and help them get set-up ASAP.

*Dress: Business Casual (chinos/khaki's and polo shirt) with comfortable shoes. Dress for the **weather due to being inside and out** and semi-casual to move materials!*

### **STUDENT REGISTRATION - Ballroom, K-State Student Union**

You will focus on helping students. Welcome them to the Career Fair and provide them with the necessary written information and verbal directions that will help them navigate the event.

- Check in at the student registration table outside the Ballroom to obtain a name tag.
- Greet each student, graduate, or guest and answer any questions they may have. If you're unsure of the answer, locate a CES staff member to provide the necessary help.
- Scan student's ID. If student has forgotten ID or alumni/guest, please ask them to complete a form. This is important to ensure we get an accurate count.
- Have them fill out a name tag including major along with first and last name.
- Give each person a map of the Ballroom/Table layout and a survey to complete upon leaving.

*Dress: Business Casual (chinos/khaki's and polo shirt) or in professional attire*

### **FLOATER - Ballroom, K-State Student Union**

Circulate through the Ballroom to help employers by answering questions, locating CES staff, delivering messages, encouraging employers to complete survey, deliver refreshments, staff a table, etc.

- Check in at the student registration table outside the Ballroom to obtain a name tag.
- You may also be asked to take on other volunteer responsibilities if we become short-handed. Please be familiar with the "Student or Employer Registration" job description(s).

*Dress: Business Casual (chinos/khaki's and polo shirt) or professional attire*

### **TEAR-DOWN – Ballroom & East Curb, K-State Student Union**

Help employers pack up their displays and load materials and equipment in their vehicles.

- Check in at the student registration table outside the Ballroom to obtain a name tag.
- When you see employers begin to tear down, approach and ask them if you can help. Carts should be used for heavier or larger loads.
- Assist in moving all equipment to the Union's first floor East entrance. Help load materials in the CES courtesy shuttle which will take employers back to their vehicle.
- Thank them for participating in the Career Fair and wish them safe travels.

*Dress: Business Casual (chinos/khaki's and polo shirt) with comfortable shoes. Dress for the **weather due to being inside and out** and semi-casual to move materials!*

**\*\*Students responsible to help with Employer Set-up or Tear-down are encouraged to bring a set of professional clothes to change into prior to 'attending' the Career Fair. Make sure to have your ID scanned before you enter the Ballroom, so we can include you in the attendance count.\*\***