MEMORANDUM

TO: Faculty
FROM: Christine Sullivan
Director, Career Services
RE: Monday, March 29, 2010 -- Job Fair
DATE: 3/16/2010

Career Services will be hosting a Job Fair on Monday, March 29th from 10:30-1:30 in the O'Keefe Arena. We are seeking your assistance in marketing this event to students. There is no question that faculty hold the key to reaching students; with your support I am sure we will have a good turn out.

Faculty that I’ve worked with in the past have come up with interesting ways of integrating career development topics into the curriculum often using the job fair as a vehicle to do so. Here are some of the ideas that have been particularly successful.

• require students to write up an informational interview conducted at the fair
• collect 3 business cards and research the hiring practices of each company
• research an organization’s corporate culture, include impressions of a current employee
• identify 5 skills employers value in the current marketplace (field)
• write up a 30-second commercial presenting yourself to an employer

Please share, I’d love to hear your ideas. All students (undergraduate & graduate), alumni/ae and community members are welcome to attend. Often a mistaken notion is held by underclass students that Career Services and, in particular, job fairs are for seniors only. Nothing could be further from the truth. A job fair is a wonderful opportunity for all students to gain information about a particular field, gain experience introducing themselves, begin the process of developing a network of contacts and may be helpful in developing internships or a part-time job in their field.

As of today we are pleased to have 40 organizations interested in students from all majors registered for the event. This year we have scheduled multiple walk-in resume critique sessions the week prior to the event and a special workshop to help students prepare for the event.

Resume Critiques (15 minute sessions, first come, first served)
3/24 (10-12 & 4-6) 3/25 (10-12 & 1-3) 3/26 (10-12 & 1-3)

How to Make the Most of the Job Fair; What to expect, how to make a strong impression
3/25 (5:00-6:15)

For the most current up to date list of employers expected to attend please refer to our web-site.
http://www.salemstate.edu/3089.php

We thank you in advance for your support and hope to see you at the Job Fair!
Monday, March 29
Rockett Arena, O’Keefe Center
10:30 am – 1:30 pm

ATTENDING EMPLOYERS INCLUDE
American Renal Association
Andover Public Schools
Bank of NY Mellon
Barton & Associates, Inc.
Beacon Hill Nannies Inc.
Blue Cross Blue Shield of MA
Bridgewell
By Appointment Only, Inc.
CAB Health & Recovery Services
City Year of Boston
E.A. Stevens Insurance Company, Inc.
Enterprise Rent-A-Car
Essex County Sheriff’s Department
Everett Public Schools
First Investors Corporation
First Steps Early Learning Center
Gateways Community Services
Graybar Electric
Hallmark Health
Hertz Corporation
Horizons for Homeless Children
John Galt Staffing, Inc.
Nelson, Watson & Associates, LLC
North Shore Radio 104.9 (WBOQ Radio)
North Suffolk Mental Health Association, Inc.
Northeast Hospitals
Peabody Public Schools
Powers & Sullivan
Putnam Investments
Riverside Community Care
Safety Partners, Inc.
Salem Five Bank
Salem State Graduate Admissions
Serving People in Need, Inc.
Social Security Administration
Somerville Public Schools
South Bay Mental Health
State Street Corporation
Suffolk County Sheriff’s Department
The Home for Little Wanderers
The New England Center for Children
TruGreen

Individuals requesting accommodations under the Americans with Disabilities Act (ADA) should contact the Disability Services Office at least 48 hours prior to the event. If requesting interpreting services, please provide notification at least two weeks in advance. Telephone 978.542.6217; Video Phone 866.881.7097; TTY 978.542.7146

Salem State College Career Services Office, Ellison Campus Center, 978.542.6404