

If you want to volunteer Sciences Career Fair, please e-mail [marilyny@careercenter.tamu.edu](mailto:marilyny@careercenter.tamu.edu) and give the times you are available. We are most in need of morning 8-10 help to get recruiter up to the MSC, and afternoon 2-4 help to get recruiter back to their cars. We have 80 companies and schools participating, and would like them to all feel a wonderful Aggie welcome.

Event :

Sciences Career Fair

Wednesday, October 10, 2007

10:00 a.m. - 3:00 p.m.

Memorial Student Center (all of the second floor)

Volunteers will walk around offering to assist fair representatives. Most importantly we want them to show genuine hospitality to our guests and to our students, faculty and staff who visit the fair. Below is a description of the different tasks we can use help with:

#### SET-UP

Time: 8:00 - 10:00am

Where: Koldus parking garage or Rudder Circle drive

Duties: Help recruiters carry their booth contents from either the garage

or the circle driveway to the 2nd floor of the MSC

(will need a good majority of volunteers for this area)

#### REGISTRATION TABLE (Recruiters)

Time: 8:00 - 10:00am

Where: 2nd Floor of the MSC

Duties: Helping recruiters find their booth location, escorting them to their booth and assisting with any set up they need. Also help them

with the layout of the 2nd floor (restroom locations, where breakfast and lunch are served, etc.)

#### WEST CAMPUS GARAGE GREETER

Time: 8:00 - 10:00am

Where: West Campus Garage

Duties: Greet the recruiters that are overflowing from Koldus into

this  
garage and  
make sure they know a van will be there shortly to transport them to  
the MSC  
(probably dont need too many for this job, say 1-2 people per shift)

#### RUNNER

Time: 10:00 - 3:00pm  
Where: 2nd Floor of the MSC  
Duties: General running of errands for recruiters and/or organizers  
and  
passing out  
drinks to recruiters (hope to have a cart to use.)  
(probably 1-2 people per shift)

#### REGISTRATION TABLE (Students)

Time: 10:00 - 3:00pm  
Where: Registration table on 2nd floor  
Duties: Greet and assist students with their nametags, and signing in,  
etc.  
(probably 1-2 people per shift)

#### TAKE - DOWN

Time: 3:00pm - ?  
Where: 2nd floor of MSC and the Koldus Building  
Duties: Help recruiters carry booth materials back to their vehicles  
or  
to the Career Center for next day shipping; both in Koldus.  
\*NOTE\* We are NOT responsible for breaking down tables!  
(a good majority of volunteers will be needed for this task)