

## 2017 Sciences Career Fair Student Volunteer Tasks

Thursday, September 7, 2017 ♦ 10:00 a.m. - 3:00 p.m. ♦ MSC 2300 Bethancourt Ballroom

Thank you for your interest in volunteering for the Sciences Career Fair! Our goal is to greet all of our guests with a wonderful Aggie welcome, show them genuine hospitality and thank them for coming to Texas A&M University. Below is a list of the different volunteer tasks available.

Volunteer registration will open on August 28<sup>th</sup> 2017

To register for a volunteer task:

- 1) Click on the Sign-Up link on any of the tasks below
- 2) The TAMU Events Registration System (ERS) page will open. Click on the task you want to volunteer for and sign in using your net ID and password.
- 3) The selected task will open upon logging in, select the time you want to volunteer for and click on the complete registration button upon which you will be signed up for the event.
- 4) To see all the different time options, click the "[see other times](#)" link
- 5) You will receive two reminders from the ERS system for your volunteer tasks.

### Wednesday, September 6, 2017—Night before the Career Fair

#### **Mix and Mingle Setup/Greeter** (4 Students)

Time: 4:15-6:00PM Location: 209 Koldus Date: Wed. Sept 6<sup>th</sup>

**Sign up for the [Mix and Mingle Setup and Greeter](#):**

Available Time: **4:15-6:00PM**

#### **Mix and Mingle Clean Up** (4 Students)

Time: 6:00-7:30PM Location: 209 Koldus Date: Wed. Sept 6<sup>th</sup>

**Sign up for the [Mix and Mingle Cleanup](#):**

Available Time: **6:00-7:30PM**

#### **Sciences Career Fair Setup** (14 Students)

Time: 7:30-9:30PM Location: MSC 2300 Date: Wed. Sept 6<sup>th</sup>

**Sign up for the [Sciences Career Fair Setup](#):**

Available Time: **7:30-9:30PM**

### Thursday, September 7, 2017 – Day of the Sciences Career Fair

#### **Greet Recruiters at Cain Garage (CSS)** (6 students per hour)

Time: 8:00-10:00AM Location: corner of Kimbrough and Olsen Date: Thur. Sept 7<sup>th</sup>

**Sign up to [Greet Recruiters at Cain Garage](#):**

Available Times: **8-9AM 9-10 AM**

#### **Greet Recruiters at MSC Loading Dock** (2 student per hour)

Time: 8:00-10:00AM Location: corner of Kimbrough and Olsen Date: Thur. Sept 7<sup>th</sup>

**Sign Up to [Greet Recruiters at MSC Loading Dock](#):**

Available Times: **8-9AM 9-10 AM**

#### **Greeters: Recruiter/Student Greeters – MSC 2300 at beginning of directional rope** (2 Students per hour)

Time: 8:00-3:00PM Location: Student Sign-in Table Date: Thur. Sept 7<sup>th</sup>

**Sign Up to [Greet recruiters and students at MSC 2300 at beginning of directional rope](#):**

Available Times: **8-9AM 9-10AM 10-11AM 11-12PM 12-1PM 1-2PM 2-3PM**

#### **Recruiter Escorts at Recruiter/Volunteer Check-in Tables** (8 Students per hour)

Time: 8:00-10:00AM Location: MSC 2300 Recruiter/Volunteer Check-in Tables Date: Thur. Sept 7<sup>th</sup>

**Dress: Business**

**Sign up to [Escort recruiters from the Recruiter/Volunteer check-in tables to their career booths](#):**

Available Times: **8-9AM 9-10AM**

#### **Student Name Tags & Handouts Tables** (1 Advisor/Student per hour)

Time: 10:00-3:00PM Location: Student Nametags and Handouts Tables (MSC 2300, East side of lobby)

Date: Thur. Sept 7<sup>th</sup>

**Sign Up to [Assist Students with nametags and maps \(East Side\)](#):**

Available Times: **10-11AM 11-12PM 12-1PM 1-2PM 2-3PM**

**Monitor doors at Bethancourt Ballroom, Hand out/collect student evaluations**

Time: 9:45-3:00PM Location: doors to MSC 2300 ballroom Date: Thur. Sept 7th (2 advisor/student/hour)

**Sign Up to Monitor doors, check name tags and hand out evaluations at ballroom door:**

Available Times: **9:45-11AM 11-12PM 12-1PM 1-2PM 2-3PM**

**Runner/Misc. (1 Student per hour)**

Time: 8:00AM-3:00PM Location: MSC 2300 Main Check-In Tables Date: Thur. Sept 7th

**Sign up for runner and misc. tasks:**

Available Times: **8-9AM 9-10AM 10-11AM 11-12PM 12-1PM 1-2PM 2-3PM**

**Drink Cart (2 Students per hour)**

Time: 9:30AM-3:30PM Location: Recruiter Break Room, MSC 2300 lobby Date: Thur. Sept 7th

**Sign up to coordinate the drink cart:**

Available Times: **9:30-10:3AM 10:30-11:30AM 11:30-12:30PM 12:30-1:30PM 1:30-2:30PM 2:30-3:30PM**

**Collect Lunch Tickets (1 Student per hour)**

Time: 11:15AM-12:15PM and 12:15-1:30PM Location: MSC 2400 Gates Ballroom Date: Thur. Sept 7th

**Sign up to Collect Lunch Tickets:**

Available Times: **11:15-12:30PM 12:15-1:30PM**

**Clean Up (12 Students)**

Time: 3:00PM-4:30PM Location: MSC 2300 lobby, Recruiter/Volunteer Sign-In Table Date: Thur. Sept 7th

**Sign Up to Clean-up for the Sciences Career Fair:**

Available Times: **3:00-4:30PM**

**VOLUNTEER TASK DESCRIPTIONS**

Wednesday, September 6, 2016—Night Before the Career Fair

**Mix and Mingle Setup/Greeter (4 Students)**

Time: 4:15-6:00PM Location: 209 Koldus Date: Wed. Sept 6<sup>th</sup>

*Duties:*

- 1) *Sign-in at 209 Koldus and make a volunteer name tag.*
- 2) *Help set-up the room by moving furniture out of the library and setting up sign-in table.*
- 2) *Welcome students and recruiters. Give out nametags.*
- 3) *Give students a networking card with sample questions, and encourage students to talk to 5 recruiters.*
- 4) *Encourage students to have recruiters sign their networking card and turn the card in for door prize drawings.*

**Sign up for the Mix and Mingle Setup and Greeter:** Time: 4:15-6:00PM

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Wednesday, September 6, 2016—Night Before the Career Fair

**Mix and Mingle Cleanup (4 Students)**

Time: 6:00-7:30PM Location: 209 Koldus Date: Wed. Sept 6<sup>th</sup>

- 1) *Move furniture back into Career Center Lobby.*
- 2) *Carry materials over to the MSC to set up signs for Sciences Career Fair.*

**Sign up for the Mix and Mingle Cleanup:** Time: 6:00-7:30PM

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Wednesday, September 6, 2016—Night Before the Career Fair

**Sciences Career Fair Setup (14 Students)**

Time: 7:30-9:30PM Location: MSC 2300 Date: Wed. Sept 6<sup>th</sup>

- 1) *Number booths*
- 2) *Help put up signs to prepare for the career fair the next morning.*
- 3) *Deliver packages to the career fair booths.*

**Sign up for the Sciences Career Fair Setup:** Time: 7:30-9:30PM

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Thursday, September 7th – Day of the Sciences Career Fair

**Transport Sciences Career Fair Registration Materials (3 Students)**

Time 7:00-8:30AM Location: 209 Koldus Date: Thur. Sept 7<sup>th</sup>

- 1) *Check in at the Career Center 209 Koldus.*
- 2) *Assist in loading registration materials and water bottles on dollies and transporting to MSC 2300.*

**Sign up to transport registration materials from Career Center to MSC:** Time 7:00-8:30AM

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**Greet Recruiters at Cain Garage** (12 students per hour)

Time: 8:00-10:00AM Location: 1st floor Cain Parking Garage Date: Thur. Sept 7<sup>th</sup>

Duties: Greet recruiters in Cain garage and help carry materials to the registration area outside MSC 2300.

- 1) Sign in at MSC 2300 Lobby and make a volunteer name tag.
- 2) Greet Recruiters: Smile, shake hands, introduce yourself (name, major and year)  
"Howdy, my name is Kyle, I'm a freshman biology major".
- 3) Offer to help recruiters carry their boxes/bags from Cain to the MSC.
- 4) Escort them across the street, up the ramp to the MSC first floor elevator to the 2nd floor, MSC2300 - Bethancourt Ballroom.
- 5) While walking, engage in small talk: ask if it is their first time to visit Texas A&M University, ask what company they are with, where they have come from.
- 6) Take them to the recruiter registration table in the lobby outside MSC 2300. Thank them for coming to Texas A&M and wish them a good day.
- 7) Return to Cain.

Sign up to [Greet Recruiters at Cain Garage](#): Time: 8:00-10:00AM

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**Greet Recruiters at MSC Loading Dock Circle** (3 students per hour)

Time: 8:00-10:00AM Location: Drive up circle in from of Rudder Tower: Thur. Sept 7<sup>th</sup>

**Sign Up 8:00-9:00AM and/or 9:00-10:00 AM**

Duties: Greet recruiters in the MSC Loading Dock and help carry materials to the registration area outside MSC 2300.

- 1) Sign in at MSC 2300 Lobby and make a volunteer name tag.
- 2) Greet Recruiters: Smile, shake hands, introduce yourself (name, major and year)  
"Howdy, my name is Kylie, I'm a freshman geology major".
- 3) Offer to help recruiters carry their boxes/bags from the circle drive to the MSC.
- 4) Escort them to the MSC first floor elevator to the 2nd floor, MSC2300 - Bethancourt Ballroom.
- 5) While walking, engage in small talk: ask if it is their first time to visit Texas A&M University, ask what company they are with, where they have come from.
- 6) Take them to the recruiter registration table in the lobby outside MSC 2300. Thank them for coming to Texas A&M and wish them a good day.
- 7) Return to the MSC Loading Dock.

Sign Up to [Greet Recruiters at MSC Loading Dock](#): Time 8:00-9:00 AM and/or 9:00-10:00 AM

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**Greeters: Recruiter/Student Greeters – MSC 2300 at beginning of directional rope** (2 Students per hour)

Time: 8:00-3:00PM Location: MSC 2300 at beginning of directional rope Date: Thur. Sept 7<sup>th</sup>

Duties: Greet students and recruiters as they approach the Sciences Career Fair directional rope, either entering or leaving the fair.

- 1) Sign in at MSC 2300 lobby, Recruiter/Volunteer check-in table and make your volunteer name tag.
- 2) Greet recruiters and students as they enter the sign-in area. All people entering the fair will walk along the left side of the directional rope to the sign in area.
  - a. Direct recruiters and volunteers to Recruiter/Volunteer sign-in area.
  - b. Direct students to student sign-in area and ask them to get out their student ID.
- 3) Collect evaluations from students leaving fair on the right side of the rope.
- 4) Close side doors to ballroom if students leave through those doors. We want students to sign in and not enter the fair through the side doors.

Sign Up to [Greet recruiters and students at MSC 2300 at beginning of directional rope](#):

Times: 8-9AM 9-10AM 10-11AM 11-12PM 12-1PM 1-2PM 2-3PM

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**Recruiter Escorts at Recruiter/Volunteer Check-in Tables** (8 Students per hour)

Time: 8:00-10:00AM Location: MSC 2300 Recruiter/Volunteer Check-in Tables Date: Thur. Sept 7<sup>th</sup>

Dress: Business

Duties: Escort recruiters to their booth and orient them to the layout of the Sciences Career Fair area.

- 1) Sign in at MSC 2300 Recruiter/Volunteer sign-in table and make your volunteer name tag.
- 2) Come forward and stand by stand beside the recruiter when they are checking –in.
- 3) Someone at the check-in table will give you the booth number for the company.
- 4) Greet recruiters: Smile, shake hands, introduce yourself (name, major and year).  
"Howdy, my name is Kyle, I'm a Master's in biotechnology major and will escort you to your booth."
- 5) Ask to carry something and escort them to their booth
- 6) Orient them with the layout of the 2nd floor with the map:

- a) Point to the hallway to walk to the buffet lunch in the Gates Ballroom.
  - b) Restrooms are across the hall from the registration table.
  - c) RECRUITER Hospitality Area is on the west end of the lobby.
  - d) Buffet Lunch is from 11:30-1:30 at MSC 2400 - Gates Ballroom or if they requested a box lunch, it will be brought to their table. Their lunch tickets and name tags are in their packet.
- 7) Check the company sign at the booth and be sure the company is at the correct booth.
  - 8) Ask if they need any further assistance.
  - 9) Wish them a good day and thank them for coming to the fair!

**Sign up to [Escort recruiters from the Recruiter check-in tables to their career booths:](#)**

**Times: 8-9AM 9-10AM**

Thursday, September 7th – Day of the Sciences Career Fair

**Student Sign-in at East Student Table (MSC 2300, East lobby by piano)** (2 Advisors/Students per hour)

Time: 9:30-3:30PM Location: Student Sign-in Tables - MSC 2300, East lobby by piano Date: Thur. Sept 7<sup>th</sup>

Duties: Assist students at the Student sign-in table.

- 1) Sign in at MSC 2300 Recruiter/Volunteer sign-in table and make your volunteer name tag.
- 2) Go to East Student sign-in table (by piano). Greet students.
- 3) Ask each student to get out their ID card.
- 4) Swipe the ID and give back to student.
- 5) Help students without an ID to sign-in on paper.
- 6) After students sign in, give them a name tag.
- 7) Direct students into lobby to fill out their name tag and get a map, company sheets and evaluation form.
- 8) Direct students to Career Center or Geosciences Booths in lobby if they have questions.

**Sign Up for [Student sign-in at the East Student sign-in table:](#)**

**Times: 9:30-10:30AM 10:30-11:30AM 11:30-12:30PM 12:30-1:30PM 1:30-2:30PM 2:30-3:30PM**

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**Student Sign-in at West Student Table (MSC 2300, West side of lobby)** (1 Advisor/Student per hour)

Time: 9:30-3:30PM Location: Student Sign-in Tables - MSC 2300, West side of lobby Date: Thur. Sept 7<sup>th</sup>

Duties: Assist students at the Student sign-in table.

- 1) Sign in at MSC 2300 Recruiter/Volunteer sign-in table and make your volunteer name tag.
- 2) Go to Student sign-in table on west end of lobby. Greet students.
- 3) Ask each student to get out their ID card; swipe ID and give back to student.
- 4) Help students without an ID to sign-in on paper.
- 5) After students sign in, give them a name tag.
- 6) Direct students into lobby to fill out their name tag and get a map, company sheets and evaluation form.
- 7) Direct students to Career Center or Geosciences Booths in lobby if they have questions.

**Sign Up for [Student sign-in at the West Student sign-in table:](#)**

**Times: 9:30-10:30AM 10:30-11:30AM 11:30-12:30PM 12:30-1:30PM 1:30-2:30PM 2:30-3:30PM**

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**Student Name Tags & Handouts Tables** (1 Advisor/Student per hour)

Time: 10:00-3:00PM Location: Student Nametags and Handouts Tables (MSC 2300, middle of lobby)

Date: Thur. Sept 7<sup>th</sup>

Duties: Assist students with name tags, maps, company lists and evaluations.

- 1) Sign in at MSC 2300 Recruiter/Volunteer sign-in table and make your volunteer name tag.
- 2) Go to name tags/handouts tables in middle of lobby.
- 3) Greet students.
  - a) Help with name tags, clearing trash.
  - b) Give students a map and company list for science disciplines (geoscience, life science, environmental and physical science).
  - c) **Hand students an evaluation form, can be turned in at the Recruiter/Volunteer table when student leaves.**
  - d) Direct students to Career Center or Geosciences Booths in lobby if they have questions.
- 4) May need to walk to Career Center to ask for additional copies when needed.

**Sign Up to [Assist students with nametags and maps \(East side\):](#)**

**Times: 10-11AM 11-12PM 12-1PM 1-2PM 2-3PM**

Thursday, September 7th – Day of the Sciences Career Fair

**Monitor Doors at Bethancourt Ballroom**

Time: 9:45-3:00PM Location: Doors to MSC 2300 ballroom Date: Thur. Sept 7<sup>th</sup>  
(2 advisor/students/hour)

Duties: Hand out evaluations, encourage students without names tags to go to sign in table.

- 1) Sign in at MSC 2300 Recruiter/Volunteer sign-in table and make your volunteer name tag.
- 2) One person goes to each ballroom door, hands out evaluations to students who do not have one.
- 3) Ask students without a name tag to sign in at student sign in table and get a nametag.
- 4) Direct students to Career Center or Geosciences Booths in lobby if they have questions.

**Sign Up to [Monitor doors, check name tags and hand out evaluations at ballroom door:](#)**

**Times: 9:45-11AM 11-12PM 12-1PM 1-2PM 2-3PM**

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Thursday, September 7th – Day of the Sciences Career Fair

**Runner/Misc.** (2 students per hour 8-10am; 1 Student per hour)

Time: 8:00AM-3:00PM Location: MSC 2300 Main Check-in Tables Date: Thur. Sept 7<sup>th</sup>

Duties: *General running of errands for recruiters and/or organizers.*

- 1) *Sign in at MSC 2300 Recruiter/Volunteer sign-in table and make your volunteer name tag.*
- 2) *Check with each sign-in tables, name tag and map tables to see if they need anything.*
- 3) *Check with recruiter break room to see if they need anything.*
- 4) *May need to run errands to the Career Center if recruiter or registration tables need copies; wait and bring copies back.*

**Sign up for [runner and misc. tasks:](#)**

**Times: 8-9AM 9-10AM 10-11AM 11-12PM 12-1PM 1-2PM 2-3PM**

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Thursday, September 7th – Day of the Sciences Career Fair

**Drink Cart** (2 Students per hour)

Time: 9:30-2:30PM Location: MSC 2300 lobby, Recruiter Break Room Date: Thur. Sept 7<sup>th</sup>

Duties: *Take a drink cart around the career fair and offer refreshments to the recruiters.*

- 1) *Sign in at MSC 2300 Recruiter/Volunteer sign-in table and make your volunteer name tag.*
- 2) *Continually take the cart and ice-filled tray with water bottles and sodas around the career fair floor. Hold bottles up and try to catch recruiters' eyes, offer refreshments. When you finish circling the booths, begin again.*
- 3) *Restock water and sodas as necessary.*
- 4) *After the box lunches are labeled, help distribute box lunches to the recruiters' booths using drink cart.*
- 5) *Please let someone at the registration table know if you run out of drinks.*

**Sign up to [coordinate the drink cart:](#)**

**Times: 9:30-10:30AM 10:30-11:30AM 11:30-12:30PM 12:30-1:30PM 1:30-2:30PM 2:30-3:30PM**

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**Organize & Distribute Lunch Boxes** (2 Students per hour)

Time: 11:00AM-1:00PM Location: MSC 2300 lobby, Recruiter Break Room Date: Thur. Sept 7<sup>th</sup>

Duties: *Organize and distribute lunch boxes to the recruiters who ordered a box lunch.*

- 1) *Sign in at MSC 2300 Recruiter/Volunteer sign-in table and make your volunteer name tag.*
- 2) *You will be given a list with: recruiter name, company name and lunch ordered.*
- 3) *Go to the Recruiter Break room. When the box lunches are delivered, label the box lunches with the matching recruiter's name, company name and booth number.*
- 4) *Deliver lunches to the recruiter's booth, with drink cart.*

**Sign Up to [organize and distribute recruiter lunch boxes: FILLED](#)**

**Times: 11-12PM 12-1PM**

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Thursday, September 7th – Day of the Sciences Career Fair

**Collect Lunch Tickets** (1 Student per hour)

Time: 11:15AM-12:30PM and 12:15-1:30PM

Location: MSC 2400 Gates Ballroom Date: Thur. Sept 7<sup>th</sup>

Dress: *Business Casual*

Duties: *Collect lunch tickets from recruiters at door to MSC 2400 Gates Ballroom.*

- 1) *Sign in at MSC 2300 Recruiter/Volunteer sign-in table and make your volunteer name tag.*
- 2) *Pick up a basket to put tickets in and go to MSC 2400 Gates Ballroom.*
- 3) *Greet recruiters and collect lunch tickets from recruiters and staff as they go in to have lunch.*

**Sign up to [Collect Lunch Tickets:](#)**

**Times: 11:15-12:30PM 12:15-1:30PM**

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Thursday, September 7th – Day of the Sciences Career Fair

**Clean Up (12 Students)**

Time: 3:00PM-4:30PM Location: MSC 2300 lobby, Recruiter/Volunteer Sign-In Table Date: Thur. Sept 7<sup>th</sup>

*Duties: Clean up after the Sciences Career Fair and bringing items back to the Career Center.*

- 1) *Sign in at MSC 2300 Recruiter/Volunteer sign-in table and make your volunteer name tag.*
- 2) *Go to the ballroom, help recruiters carry booth materials back to their vehicles and **thank them** for attending.*
- 3) *Help load boxes being shipped back to companies on dolly.*
- 4) *Carefully take down and collect company signs and collect metal rings/hooks.*
- 5) *Transport Career Fair materials back to the Career Center.*
- 6) *Help with any cleanup needed \*NOTE\* We are not responsible for breaking down tables!*

**Sign Up to [Clean-up for the Sciences Career Fair](#):**

**Times: 3:00-4:30PM**

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