



# UM CAREER FAIR 2023

## VOLUNTEER INFORMATION SHEET

Hosted by; Career Services, in cooperation with the Career Development Centre - Asper School of Business, the Annual UM Career Fair is held at the University of Manitoba, Fort Garry Campus. This event brings more than 100 exhibitors to the University of Manitoba to connect with more than 2800 students and alumni over two days. An event of this scale requires many months of planning and volunteers like you to help it run seamlessly and provide a fantastic experience for all the exhibitors and students. This document highlights the variety of positions available, their responsibilities, and the anticipated commitment of each volunteer role.

\*\*\* Please note that all volunteers are expected to dress in business/business casual attire.

Volunteering for the Career Fair will help you to develop (depending on position selected):

- **Interpersonal Skills:** you will have the opportunity to interact and communicate with staff, students, and exhibitors.
- **Leadership Skills:** You will help direct fellow volunteers, students, and exhibitors so that the event will run smoothly.
- **Networking Skills:** As you assist exhibitors, students and staff, there will be opportunities to share your story and hear from others. Use this chance to expand your network and develop strong communication skills.

### General Volunteer Positions (more on next page):

PARKADE MONITOR [2-3 volunteers per shift]:

Tuesday - Shifts ranging from 12:00 PM – 4:00 PM

Wednesday - Shifts ranging from 7:00 AM – 12:30 PM

\*Please make sure you bring and are wearing winter clothing for you shift(s).

- Ensure students and other visitors of campus DO NOT park in our reserved employer spots in the parkade.
- Assist employers who may arrive early to a reserved spot.
- As employers take spots make sure they have been checked off the employer list.
- Alternate warming up in the elevator bay of the parkade with your parking monitor partner.
- Other responsibilities as requested by the Career Fair Coordinator.

EXHIBITOR ASSISTANT AND TEAR DOWN [6-8 volunteers per shift]:

Tuesday – Shifts ranging from 12:00 PM – 7:30 PM

Wednesday – Shifts ranging from 7:15 AM – 3:30 PM

\*Please make sure you bring and are wearing winter clothing for you shift(s).

- Help exhibitors unload their equipment from their vehicles, assist exhibitors in bringing equipment to the MPR and/or assist exhibitors with the setup of their equipment (if exhibitors accept your assistance).
- Assist exhibitors tear down their booths and bring it to their vehicles in the parkade, move packaged materials to in fair space to wall for courier pick-up.
- Other responsibilities as requested by the Career Fair Coordinator

GREETERS & EXHIBITOR RUNNER [8-10 volunteers per shift]:

Tuesday – Shifts ranging from 1:30 PM – 6:30 PM

Wednesday – Shifts ranging from 8:15 AM – 2:45 PM

- Greet students as they enter the Career Fair site.
- MUST ensure every student or staff who enters has signed-in, filled in a name tag and has a map.
- Take turns entering the fair and offering exhibitors water.
- MUST be assertive and vocal.
- Assist with clean-up of Career Fair at end of both days.
- Other responsibilities as requested by the Career Fair Coordinator.

SIGN-IN BOOTH ATTENDANTS [3-4 volunteers per shift]:

Tuesday – Shifts ranging from 1:30 PM – 6:30 PM

Wednesday – Shifts ranging from 8:15 AM

- Ensure all attendants of the Career Fair sign-in on the sign-in sheets.
- As sheets fill, replace them with new blank ones.
- Once a student has signed-in, provide them with an attendant name tag and have them fill in their name with a permanent marker.
- Sign-in attendants need to manage multiple sign-in sheets.
- Assist with clean-up of Career Fair at end of both days (the last shift of each day helps with this).
- Other responsibilities as requested by the Career Fair Coordinator.