



UM CAREER FAIR 2025

VOLUNTEER INFORMATION SHEET

Hosted by Career Services, in cooperation with the Career Development Centre - Asper School of Business, the 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 participants. 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.
- **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):

EXHIBITOR ASSISTANT AND TEAR DOWN [6-10 volunteers per shift]:

Wednesday – Shifts ranging from 12 – 2 p.m. and 6 – 7 p.m.

Thursday – Shifts ranging from 7 – 9:30 a.m. and 2 – 3 p.m.

*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 wait for courier pick-up.
- Assist fair organizers in cleaning up fair site, posters, etc.
- Other responsibilities as requested by the Career Fair Coordinator

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

Wednesday – Shifts ranging from 1:30 – 6:30 p.m.

Thursday – Shifts ranging from 8:30 a.m. – 2:30 p.m.

- Greet students as they enter the Career Fair site.
- MUST ensure every student or staff who enters has checked-in, filled in a name tag and then offer a map handout or direct to digital map QR code.
- Take turns entering the fair and offering exhibitors water and checking on exhibitor needs.
- 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.

CHECK-IN BOOTH ATTENDANTS [6-8 volunteers per shift, first shift on each day 10]:

Wednesday – Shifts ranging from 1:30 – 6:30 p.m.

Thursday – Shifts ranging from 8:15 a.m. – 2:30 p.m.

- Ensure all attendees of the career fair check-in via the MS form by scanning the QR code.
- Once completed a message will display for attendees to show volunteers that they've completed the form.
- Once the attendee has shown you the message, provide them with an attendant name tag and have them fill in their name and faculty/department of study with a permanent marker.
- Check-in attendants interact and monitor multiple students/groups of students, checking in at a time.
- Assist with clean-up of Career Fair at the end of both days (the last shift of each day helps with this).
- Other responsibilities as requested by the Career Fair Coordinator.