



# Community Involvement Spring 2008

## Service Option: Career Development Center Engineering, Science & Technology Job Fair

Option Code: CCJF-F

Date: Thursday, February 28<sup>th</sup>

Time: Must complete four hours determined by your availability between the hours of 8:00 a.m. – 5:00 p.m.

*\*Sign up for your hours in the Learning Alliance Office (LA4-202)*

**\*Required training on Monday, Feb. 25<sup>th</sup> from 3:00-4:00 p.m. in BH-250**

Where: USU Ballrooms

Contact: Learning Alliance Office (for any questions/concerns)

Phone: (562) 985-7804 E-Mail: [alliance@csulb.edu](mailto:alliance@csulb.edu)

## What Will I Be Doing?

- Assisting Career Development Center staff with set-up, clean-up, and other tasks:
  - **Morning Set-Up (8:00-10:00 a.m.)** – blow up balloons, set up tables, put up signs, etc.
  - **Assist with Lunch (10:00-2:00 p.m.)** – set up tables and chairs, decorate tables, set up and monitor food, assist employers, etc.
  - **Parking Monitor (8:00-5:00 p.m.)** – help employers load and unload materials as well as transport materials to and from shuttle, assist employers, must be able to give directions (i.e. to USU) and have good customer service skills to interact with employers
  - **Employer Escort (10:00-12:00 p.m. & 2:00-5:00 p.m.)** – direct employers to and from shuttle and parking, help employers locate their table, assist employers, must have good customer service skills
  - **Clean-Up (2:00-5:00 p.m.)** – put away tables and materials, load carts and take back to Career Development Center, etc.
- Providing customer service to employers and students

## Other Things to Know

- Lunch and a t-shirt (to be worn at the event) will be provided for you
- Wear comfortable shoes
- Verify your hours by signing in and out at the event
- You **MUST** be on time

## What This Event May Add to Your Résumé

- Provided customer service to local business representatives
- Worked in a team environment while learning about event coordination
- Acted as a representative of CSULB to the public

*If you miss the event you have 72 hours to contact the Learning Alliance Office to reschedule*