

# ASHLAND UNIVERSITY

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## CAREER SERVICES CENTER

Greetings!

On behalf of the Career Services Team at Ashland University, I would like to invite you to the AU 2017 Fall Career Fair, which is our hallmark fall recruiting event on Wednesday, October 18th from 1-4p.m. in the John C. Myers Convocation Center on campus.

We have been busy planning and developing an aggressive marketing campaign to reach out to students and recent alumni. The Career Services Center has as its mission to create Powerful Partnerships with students, faculty, staff, alumni and employers as we seek to provide outstanding career-related services to Ashland University stakeholders. You play an important part of our employer recruitment strategy as we seek to connect students to prospective companies for summer jobs, internships and full-time employment opportunities.

Every employer recognizes that in today's workforce, a college degree is essential to enhance skills, knowledge and gain experience to be competitive in the world. For nearly 140 years, Ashland University has been home to individuals striving for academic, professional and spiritual growth with [over 80 academic majors](#). Focused on rigorous academic pursuits, Ashland students develop critical thinking, leadership and professional skills on 120-acre campus located in Ashland, Ohio, 60 miles southwest of Cleveland.

On the day of this event registration will open at 10a.m. and you will have access to set up your displays and network with faculty, staff, and other recruiters. A hot buffet lunch prepared by our *nationally ranked and locally loved* [University's Catering Team](#) will provide meals and beverages from 11:15a.m. to 12:45p.m. There will be greetings and brief remarks starting at 12:10p.m. that you will not want to miss! The fair will begin promptly at 1:00p.m. in the John C. Myers Convocation Center on the Ashland University campus. Your recruiting team is encouraged to stay and promote your company until 4p.m. because many students and alumni plan to attend this event during the 4-hour time frame. So, many will work around attending class and/or work because we advertise the event well in advance.

The Career Fair will be a recruiting event and recruiters should be prepared to staff booths throughout the afternoon. This year fees have been structured with the goal to raise our standards as well as to meet the needs of the stakeholders to make this experience seamless and efficient. The early bird fee is at the same rate as the previous year (\$75.00) and ends on September 4th. We are introducing two additional deadlines that will enable us to better serve our students and employers while managing our resources. Please register as soon as possible, which will enable us to advertise that you are attending this year's recruiting event. Then regular registration begins on Tuesday, September 5th and late registration will start on Monday, September 26th.

Here's some important highlights to help you better plan and prepare as you get fully registered:

- Each registration includes 2 meal tickets and you may purchase 2 additional tickets for \$20 each. A max of 4 reps are permitted at each table. If you would like more than 4 reps, additional table space must be purchased.
- Free Wi-Fi and parking close to the Convocation Center.
- Online listing of your company & position information.
- Electrical outlets are available on a first come, first serve basis.
- Bring an ample supply of handouts/promotional items.

If you wish to participate in this event, [\[CLICK HERE TO REGISTER\]](#) to complete the online registration form. **A key goal this year is to have every company fully registered for the AU Career Fair Guidebook by September 27, 2017**, which includes: completed online registration form with your company information, position(s) that you are recruiting for, and full payment. Our aim is to have every company included in our marketing that will allow participants to prepare for this great recruiting event. A confirmation email will be sent to you after we receive your full registration that secures your booth and early bird or regular event fee. A full registration is receipt of payment and your completed online registration.

If you are interested in interviewing candidates following the AU Fall 2017 Career Fair, please indicate your preference on the registration form.

If you have any questions, please feel free to contact me or [Linda Stoffer, Employer Relations Coordinator](#) at 419-289-5064. Thank you for considering joining us at this recruiting event. We're excited about the possibility that you will come and recruit our students and alumni. We look forward to having you on campus.

Sincerely,

Lenroy Jones, Executive Director  
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