

SUMMER JOB FAIR 2012

GVSU Student Employment Office

Thursday, March 15, 2012

11am – 3pm

TO BEGIN

Go to Events for “Summer Job Fair 2012”

Under Action column, click on register

REGISTRATION INFORMATION

Complete and/or update all fields.

In “**Overview**”, briefly describe your organization (i.e. zoological park, summer camp, etc)

In “**Additional Information**” you will want to put any information you did not enter in the above overview, such as, location, housing available, etc.

PROFILE INFORMATION

List positions you have available.

If appropriate, choose majors that would apply to your positions

Click on Add/Remove button

Click the + to locate majors then check the box next to each major you wish to select. Any majors you previously selected will already be checked. Uncheck the box if you wish to remove the major. Click “**continue**” at the bottom once you are done making your selections.

Job Category should be “Off-Campus Full-Time (summer only)”

Position Types: Choose appropriate category(s), but also include “summer” as one of the choices. (Hold CTRL key down to select more than one category)

PAYMENT

The only data you enter in this box is Payment Method. (**Check or Cash Only**)

ATTENDING RECRUITERS

The contact person will default as an attending recruiter. Change if contact person is not an attending recruiter. Add any additional recruiter(s) attending.

FEES FOR SUMMER JOB FAIR

- **Attendance Fee:** There is a registration fee of \$55.00. This includes 6 foot table for display and two lunches.
- **Quantity Fee:** Registration Fee includes two lunches. If more than two recruiters attending, please indicate the additional number of recruiters attending.
- **Item Fees:** Check appropriate box if you will need access to an electrical outlet and/or floor display. (There is no fee associated with this.)
- **Important:** Fee selection is required to complete and process your registration. However, payment is handled separately after your registration is complete. You will receive a congratulatory message indicating that you have successfully registered for the event. You will now want to generate an Invoice. Scroll down to the payment box. Click on Invoice button. Print two copies of the invoice. Send one in with payment to:

*Student Employment Office
Grand Valley State University
105 Student Services Bldg
One Campus Drive
Allendale, MI 49401*

