



GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

Career Center

2015/2016 Career Fairs

Employer Registration Information

Visit www.gcsu.edu/career for details on each event

University Career Center

110 Lanier Hall

478-445-5384

www.gcsu.edu/career

Employer Relations Team

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Register for Career Fairs on Career Connection

- Go to www.gcsu.edu/career
- Create a Career Connection account and access the "Career Fairs & Events" section to select an event
- Complete and submit the form
- You can also post jobs and internships to your account

For specific instructions,
see the next page of this handout.

August 19

Part-time Job Fair

Atkinson Hall Porch, 11:00 - 2:00 p.m.

Campus and local employers seeking part-time help

September 9

Senior Picnic

Front Campus, 11:30 a.m. - 1:00 p.m.

Informal networking event to kick-off the senior year job and graduate school search.

September 23

Accounting Career Fair

Magnolia Ballroom, 9:00 a.m. - Noon

Recruit accounting majors for full-time jobs and internships. Hosted by the Accounting Department In the College of Business.

October 7

Internship Fair

Front Campus, 10 a.m. - 2:00 p.m.

October 19

Graduate & Professional School Admissions Fair

Magnolia Ballroom, 10:30 a.m. - 2:00 p.m.

Institutions visit campus from across the US and beyond to recruit for their graduate programs.

November 19

Career Opportunities Fair in Atlanta

Cobb Galleria Centre, Noon - 3 p.m.

www.georgiacareeropportunities.org

January 29

Teacher Recruitment Day

Magnolia Ballroom, 10 a.m. - 12:30 p.m.

February 10

Information Technology Career Fair

Magnolia Ballroom, 9:30 a.m. - Noon

Recruit MIS and computer science majors for full-time jobs and internships. Hosted by the IS/CS Department in the College of Business.

February 22

Nursing & Health Sciences Career Expo

Magnolia Ballroom, 11:00 a.m. - 2:00 p.m.

March 7

Career Expo & Interview Day

Magnolia Ballroom, 11:00 a.m. - 2:00 p.m. (career fair)
2:30 p.m. - 4:30 p.m. (interviews)

Network with business and arts & sciences majors for full-time jobs and internships from 11-2 p.m. Employers can also schedule afternoon interviews.

April 13

Statewide Career Fair in Atlanta

Cobb Galleria, 11 a.m. - 3 p.m. www.gace.org

About Career Connection:

The University Career Center uses Career Connection to manage

- Career Fair Registrations
- Job Postings
- Internship Postings
- Campus Interview Schedules
- Student Resume Database

Accessing

Career Connection

Click on the "Employer" link at www.gcsu.edu/career and follow link to Career Connection.

You can also email job and internship postings to us at career.center@gcsu.edu

Contact Us

University Career Center
110 Lanier Hall
478-445-5384
www.gcsu.edu/career

Step 1: Create an Account in Career Connection

- Visit the GC Career Center website at www.gcsu.edu/career.
- Link to "**Employers**" link and follow link to Career Connection.
- **Already have an account?** Login with your email address and the password: bobcat (unless you created your own account and chose a different password). If you registered but cannot remember your password, select "forgot password."
- If you do not have an account, choose "**Click here to register.**" Use the "**Find Your Organization**" prompt and locate your organization. If you're a new organization, choose "**Can't Find Your Organization?**" and create a profile.
- Click the "**Register**" button after completing the profile and /or contact information.
- Follow directions below to sign up for specific events.

Step 2: Register for Career Fairs

- Go to "**Career Fairs and Events**" —> "**Career Fairs.**"
- Locate the event that best matches your current needs.
- To register immediately, click "**Register**" next to your event.
- Click on the name of the career fair to see basic information on the event. To register, click the "**Register Now**" button.
- Complete registration form, paying close attention to required fields. Go to next page to add recruiters.
- The final page will be your payment section. Complete the information and choose "**Save.**"
- You will receive a confirmation email with event details and receipt or invoice once approved by the Career Center.

Step 3: Post Jobs & Internships and Schedule Interviews

- Login to Career Connection
- Choose "**My Jobs**" —> "**New Job**" using the menu at the top
- Complete form and "**Save**"
- You will receive a confirmation once approved
- To schedule a campus interview for the job posting, go to "**My On Campus Schedules**" —> "**New Schedule Request**"