

CAREER DAYS COMMITTEES AND LEADERSHIP POSITIONS

The key to time management is to have strong leadership and a good team of highly responsible committee members to share duties. Time commitment: 1-2 hrs. weekly.

	Chair and Co-Chair	Committee Members
Registration: <i>Most work is done fall semester.</i>	Gets input from student body and faculty in selecting new firms to invite. Works with PR/Marketing to develop letter content and registration form. Supervises e-mailing of registration materials. Coordinates with Programming to determine schedule of events. Time-line development, motivate and delegate and monitor work of committee members. Regular updates to Chair/Co-chair.	Gets input from student body and faculty in selecting new firms to invite. Conducts telephone calls to firm representatives. Creates registration packets for event. Monitors event Website to be sure Registration instructions are easy to understand. Manages Registration for firms and students on day of event: checks in firms, keeps record of those attending. Creates and conducts evaluation of event. Members are needed at the Registration table day of the event all day long.
Event Programming: <i>Representatives from all majors.</i>	Plans specific events/presentations to prepare all students to attend Career Days. Develops schedule of events for registration materials and Website. Time-line development, motivate and delegate and monitor work of committee members. Regular updates to Chair/Co-chair.	Explore to assure that events are scheduled and promoted. Works with PR/Marketing to design event program brochures and to assure the programs are marketed to appropriate student population. Collaborates with faculty for classroom presentations. Considers keynote speaker for Wed. evening. Plans some event to bring alumni and firm representatives to the college such as tour of new building.
Programming for 1st years & Workshops	Target first and second year students getting them interested, aware and involved with Career Days. Plans and coordinates career-related educational programming appropriate for all COD majors. Time-line development, motivate and delegate and monitor work of committee members. Regular updates to Chair/Co-chair.	Target first and second year students getting them interested, aware and involved with Career Days. Visit key classes to promote Career Days, hold seminar for first year students, "What to do/learn at Career Days". Create posters or handouts for first year students with design assistance from PR/Marketing Committee.
Explore Graphic Design and Art <i>Majors: Graphic design, ISA, Art DN</i>	Coordinates the entire event, works with PR/Marketing regarding promotional items, develops budget for event, and determines sponsorship guidelines. Time-line development, motivate and delegate and monitor work of committee members. Regular updates to Chair/Co-chair.	Works with Hospitality to arrange food for event. Develops list of firms to invite, seeks faculty and student support. Attend event and assist with firm check-in, set-up, etc.
Hospitality:	Plans and coordinates all catering needs for events at MU and COD on Thursday and Friday. Collaborates with Shellie Hosch, Student Services Program Assistant and ISU Dining Services. Time-line development, motivate and delegate and monitor work of committee members. Regular updates to Chair/Co-chair. See committee responsibilities.	Present at event to assist firms and monitor refreshments. Handles gallery exhibit with checking in and out student work and portfolios. Coordinates with programming. Will also handle shipping procedures for the firms. Works with student ambassadors.
Student Ambassadors: <i>Many student ambassadors are needed- all years, all majors. Most work Spring semester.</i>	Recruits and coordinates student volunteers for event. Communicates mainly by e-mail. Keeps good records and updates ambassadors regarding responsibilities. Leads Ambassador Orientation session. Time-line development, motivate and delegate and monitor work of committee members. Regular updates to Chair/Co-chair.	Time commitment: spring semester, day of the event. Dress professionally and be prepared to help firms to their tables, assist with their technical needs, answer questions they may have, assist with any display shipping needs. Conducts tours of the college. Introduces program presenters. Works with hospitality committee.
Public Relations/Marketing:	Creates a marketing and publicity plan for the event. Considers creative ideas such as social net working to update COD student body of event plans. Coordinates all print and publicity for the event relevant to event theme/identity. Collaborates with design practicum students for identity. Time-line development, motivate and delegate and monitor	Uses identity created by practicum to produce posters, brochures, and other promotional items and design collateral such as Save this Date card for faculty, e-mail notifications, name tags, t-shirts, Daily ad, banners. Revises content for Website. Visits class rooms/studios to promote the event. Hangs posters strategically around the COD, Armory. Need graphic design skills but essential to understand that

	<p>work of committee members. Regular updates to Chair/Co-chair.</p> <p>Event photographer: Shoots group photos of planning committee, individual committees and group leaders each semester. Photograph Explore Graphic Design and Design Career Expo events and exhibits for Career Days archive. Create event image archive for Margo after the event is over. Additional photo coverage not mentioned may occur.</p>	<p>committee work is completely marketing this event, not just design. Works with Iowa State Daily, representative, Katie Maher.</p> <p>Production of way-finding and other signage for the event.</p> <p>Social-networking responsibilities.</p>
Technical support	<p>Provides any technical support for media and presentations. Time-line development, motivate and delegate and monitor work of committee members. Regular updates to Chair/Co-chair.</p>	<p>Assist firms with technical needs on day of event. Set-up projectors for workshops, and the student exhibit and lectures at the event.</p>
Student Exhibitions:	<p>Communicates and encourages faculty to exhibit student work in COD during Career Days. Coordinates digital display of student design work for Thursday Expo at MU. Time-line development, motivate and delegate and monitor work of committee members. Regular updates to Chair/Co-chair.</p>	<p>Helps collect and compile digital display of student design work for Thursday Expo at MU. Serves as technical expert/consultant for overall event.</p>
Interview Day	<p>Handles all tasks related to Interview Day, Friday, March 5. Drafts reminder email to participating employers. Must be highly organized and able to deal with last-minute schedule changes. Time-line development, motivate and delegate and monitor work of committee members. Regular updates to Chair/Co-chair.</p>	<p>Works with MU staff to arrange interview table layout; coordinates with Hospitality regarding refreshments. Collects interview schedules at Career Days on March 4th. Arranges for schedules to be copied. Tracks students who are interviewing. Must be on-hand during Interview Day (March 5) to help check-in employers and students.</p>
Career Day Secretary	<p>Documents all Career Day information. Maintains e-mail lists of committee members; distributes appropriately. Keeps minutes for each meeting, sends to committee members. Collects committee reports. Promotes weekly meetings by e-mail. Saves all information on a disk and a notebook; gives notebook and disks to Career Day Advisor after the event.</p>	
Career Day Treasurer	<p>Creates Career Day budget, using previous years as a basis. Assigns budget to each committee with assistance of Shellie Hosch.</p>	
Career Day Chair: Elizabeth Weekly Career Day Co-Chair: Sarah Zenti	<p>Reserves all space for the event; Begins the planning process for the event. Meets with Career Day Advisor regularly; Coordinates kick-off meeting. Creates weekly agenda for meetings. Serves as moderator for weekly meeting; Develops time-line for overall event with committee leaders. Oversees the event to assure all committees are working within the timeline. Generates ideas and motivates the student groups. Delegates responsibilities and duties to appropriate leaders/committees/individuals. Calls any special meetings for committee Maintains list of committee members and their telephone #'s and e-mail addresses. Presents welcoming and closing remarks to firms attending.</p>	
Career Day Advisors COD Career Services Coordinator, Tiffany Atilano Shellie Hosch, Program Assistant	<p>Consults with student leaders regarding the event. Communicates with firm representatives. Develops mailing for registration information. Maintains db of firms attending and details.</p>	
Faculty Representation	<p>Assists in solving problems and making decisions. Encourages participation from faculty peers and departments. Serves as a sounding board for new programming ideas.</p>	