Dear Students,

Applications for the 2018 Fall Career Fair Committee are now open, and are due 11:59PM Friday, November 24th. The Fall Career Fair is the largest MIT career fair, and is one of the largest student-run career fairs in the country. The fair will take place on September 21st, 2018. This is a prestigious opportunity to lead both undergraduate and graduate students, collaborate with corporate executives and high-profile leaders at MIT, and manage significant funds. Details for the application are below. Feel free to reach out to the previous Career Fair directors at cf-directors@mit.edu with any questions about the different roles on the team or the application process.

The application deadline is 11:59PM Friday, November 24th, 2017. Applicants should send the following information to cf-directors@mit.edu:

- Name
- Resume
- Cover Letter (max. 2 pages). Please make sure to address the following questions: Why do you want to be a director? What are your two preferred positions? Why are you qualified for these positions? What new ideas do you have?

- The 2018 Fall Career Fair Committee will be introducing subcommittees to support the main directors. Please let us know in your application if you are interested in serving on a subcommittee.

In addition, please indicate your availability for interviews using this doodle poll.

Below are the main tasks associated with each position:

- **Employer Relations** - Recruits companies to attend the fair and works closely with employers to ensure their needs are met. This includes recruiting and organizing a team of volunteers to identify, and email/call new companies over the summer to invite them to the fair.

- **Treasurer** - Handles all financial transactions pertaining to the Fall Career Fair.

- **Publicity** - Delivers key information to companies and MIT students and oversees the design of the Fall Career Fair guidebook. Often recruits another student to design the guidebook.

- **Week-of Logistics** - Organizes the events for the Career Fair Week that precedes the fair, including information sessions, and a volunteer banquet.

- **Day-of Logistics** - Responsible for all aspects of the day of the Career Fair, including company layout, booth set-up, catering for company representatives, and communicating logistics to companies and students.

- **Interview Logistics** - Responsible for all aspects of the Interview Day, which allows interested companies to interview students on campus the day following the fair.

- **Facilitator** – Leads and coordinates career fair committee. Maintains internal relations among directors, other MIT clubs, MIT administration, and GECD.

- **Webmaster** - Designs the Fall Career Fair Website used by companies and students, using built-in options and working with our website provider, not by writing new code.
Analyzes data collected on the fair to understand how to better meet company and student needs.

- **MIT Future Liaison** - Coordinates a series of professional development events with the GECD geared towards freshmen and sophomores.