

ASC Employment Exchange – Washington, DC 2011

<http://www.asc41.com/employment.htm>

Hours of Operation

Wednesday	Nov. 16	1:00 P.M. to 5:00 P.M.
Thursday	Nov. 17	9:00 A.M. to 5:00 P.M.
Friday	Nov. 18	9:00 A.M. to 5:00 P.M.

Location: Washington Hilton Hotel, Columbia Hall, Terrace Level

Services offered:

At the annual meeting, the ASC Employment Exchange makes available:

1. Printed copies of position announcements and candidate listings in binders for review.

The position announcement binders contain all of the current job postings on the web (section 1) plus the job postings submitted on-site at the annual meeting (section 2). The candidate binders are similarly configured with candidate materials. Position and candidate listings will be accepted on-site at the annual meeting. (See On-Site Submission section on next page for further information.)

2. An interview/discussion area with a sign-up board.

We will have available in an open area tables and chairs that institutions and candidates can use for employment-related discussions on a first-come, first-served basis. Institutions should consider bringing a table-top placard to make it easier for candidates to locate your representatives. Institutions also are advised to determine in advance their interview/discussion schedule (i.e., who will be available on what days at what times). Interview/discussion sign-up sheets will be made available for posting, and this operation works on self-service basis. Candidates are advised to pre-arrange interviews/meetings before arriving at the meeting, to the extent possible, and to bring sufficient copies of your vita and other related materials for distribution.

3. A self-service message exchange board

To facilitate communication between prospective employers and job candidates, materials for to a self-service message are made available. Candidates and institutions should check the board regularly. Also, since there is no way to insure that messages will be received or delivered, institutions should consider including contact information for representatives (e.g., name and hotel) on the interview/discussion sign-up sheets.

Costs: For institutions, placement in the position listing ring binders and use of other Employment Exchange services are included in the fee for the required web listing. There is no charge for candidate services.

Deadline for Web Postings: Thursday, November 3, 2011

Position announcements and candidate listings submitted prior to the annual meeting should be received by November 3, 2011. Submissions should be made via the web forms at <http://www.asc41.com/employment.htm>.

On-Site Submissions

As noted above, submissions also are accepted on-site at the annual meeting. For on-site submissions, institutional representatives should bring a copy of their advertisement (containing information on how to contact institutional representatives at the annual meeting, if desired). We will have on-site forms available. You can either pay on-site, or we will send you an invoice if you provide billing contact information. An electronic version of the ad will be required after the meeting for web posting. The ads can be sent to ncoldiron@asc41.com. Current rates for position listings are \$200 for the first month, \$150 for the second month, and \$100 for each month thereafter. Please see <http://www.asc41.com/employment.htm> for further information.

Candidates should bring 20 copies of a cover page (with contact information) summarizing their skills, interests and credentials, as well as 20 copies of their vita, all on 3-hole punch paper.

Questions or problems: Contact Ken Adams at kenadams@mail.ucf.edu or Nicole Coldiron at ncoldiron@asc41.com or (614) 292-9207.