

Dear Student Group Advisor:

Career Services would like to invite your IPFW affiliated student group to participate in our FREE annual Reverse Career Fair at IPFW, held on Wednesday, March 19 from 11am until 1pm. Don't miss this opportunity to allow your IPFW students to mingle and network with employers as they staff booths representing their affiliated organizations. The first 35 groups to register will receive a table-top display designed by the group, free lunch to up to 10 students per group, attending list of companies, and training for the fair.

Advisors will need to:

1. Register on JobZone as an employer. Use the link to register as an “employer” on JobZone by selecting the “Employer” icon: <https://ipfw-csm.symplicity.com/>
  - For example, Patrick McLaughlin would be the Advisor (contact / title) for the IPFW Ambassadors (employer name)

Once your employer account is approved on JobZone, you will receive a confirmation email. You will then need to register your student group for the actual event. To register your student group, log into JobZone utilizing your employer account. On the very bottom right of your homepage you will see “Attend Events.” Click on “Reverse Career Fair 2014 – IPFW Affiliated Student Group”. Complete the registration, click “submit”, review your info, click “confirm.” It is necessary to click “confirm.” Once your registration to the Reverse Career Fair is approved, you will receive a confirmation email with next steps for your student group.

Last year we had 98 student leaders attend representing 24 IPFW affiliated student groups! An updated list of student groups / employers attending and more information can be found on our website at: <http://www.ipfw.edu/offices/career/students/reverse-career-fair.html>

Please let me know if you have any questions. Thank you in advance for your participation and we look forward to seeing you!

Sincerely,

Rachel Landis

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