



## Business Horizons 2015 - 2016 Planning Committee

Business Horizons is the annual career fair sponsored by the Pamplin College of Business at Virginia Tech. The career fair is held once in the fall and once in the spring of each year, prior to the onset of On-Campus Interviews (OCI). In recent years, over 160 companies have attended Business Horizons, utilizing this recruiting opportunity to meet with over 2,000 students. It is also known as the Super Bowl event of the Pamplin College of Business.

Business Horizons is entirely student-run, operating with a team of student officers organized in the following structure: President/Leader, Corporate Correspondence Committee, Publicity Committee, Hospitality Committee, Logistics Committee, and IT Committee. The Associate Director of Career Services and Employer Relations serves as the faculty advisor to the Business Horizons team. Please see below for a description of the committees, as well as how many open positions there are within each committee.

The positions are open to students enrolled in the Pamplin College of Business who will not have graduated prior to either of the career fairs and who are enrolled in the Blacksburg campus for both Spring 2016 and Fall 2016.

**A 3.0 Overall GPA (as of end of Spring 2015) is required to be considered for positions on the BH Leadership Team.**

**NOTE: If you are a freshman student interested in applying, and don't yet have a GPA at Tech, you may still submit the application to be considered. When grades are posted after the conclusion of the fall semester 2015, you will need to have earned at least a 3.0 to continue as a member of the Business Horizons Team, if chosen.**

Interviews for the 2016 planning team are conducted after completed applications and resumes are turned in by the **Application Deadline (Monday, October 19th at 5:00 P.M.)**. The President and Committee Chairs will conduct interviews. Interviews will take place between October 26<sup>th</sup>- October 30<sup>th</sup> and selections will be made on November 2<sup>nd</sup>.

For more information about BH, applicants are encouraged to review the 2015 BH site:

<http://www.businesshorizons.org>

Cordially,

Johanna Yee  
President

### **Logistics Committee (1 open spot)**

The Logistics Committee is responsible for recruiting and training a staff of 100 volunteers to assist in the set up and execution of Business Horizons, prior to and on the day of the fair. Some volunteers assist the attending companies with unloading and carrying displays, booth set-up and take down, while other volunteers are assigned to running copies for employers, monitoring student check-in, getting drinks and snacks for employers, etc., throughout the day. The Logistics committee designs/orders T-shirts, as well as conducts a series of training sessions for volunteers and coordinates the shift schedules of volunteers. This Committee is also responsible for coordinating fair set-up activities. In accordance with the Corporate Correspondence Committee, the Logistics Committee should plan and implement the movement of day of the fair materials to the event location.

### **Corporate Correspondence Committee (2 open spot)**

The Corporate Correspondence Committee deals with all communications with prospective employers. Specifically, the Corporate Correspondence Committee works with the Associate Director of Pamplin Career Services and Employer Relations to create the employer invite list; works with the Publicity Committee to develop promotional materials, and handles inquiries regarding the career fair and requests for information. This committee is responsible for reaching out to employers who are not currently attending BH, “pitching” to them the concept of recruiting Pamplin students. This is often done by attending other fairs, making phone calls, and pursuing alumni relations within potential attending companies, all in the hopes of developing/expanding our network of recruiters. This committee will also be responsible for the Employer Check-In the day of the fair and at the Employer/Faculty reception. Also, collecting payment after the fair from employers is another essential task.

### **Publicity Committee (2 open spot)**

The Publicity Committee deals with all communications with students, faculty, and alumni. Secondly, the Committee is responsible for designing communication campaigns geared to student participation and notification to faculty about the event itself. The committee uses various media to publicize the event and notify students of the fair and volunteer opportunities.

### **Hospitality Committee (2 open spot)**

The Hospitality Committee is responsible for organizing employer accommodations (hotel blocks) and planning the employer reception, which held the day before BH, as well as being responsible for accommodations on the day of the career fair. The Hospitality Committee coordinates parking arrangements, meals and refreshments, door prizes, blocks of rooms for lodging reservations, employer gifts for the day of the fair, and all arrangements for the employer reception. Members of the Hospitality committee must negotiate large budget contracts with caterers/facilities. This Committee will ensure that this information is communicated accurately.

### **IT Committee (2 open spot)**

The IT Committee is responsible for development and maintenance of the Business Horizons website: <http://www.businesshorizons.org>. This domain redirects to Cvent’s registration site. This domain is hosted on a separate account. The site should be updated in a timely manner with any pertinent information for both student and employer audiences. Experience with web-based forms, database configuration, graphic design, along with web page development are essential skills for this position.

**For additional information about Business Horizons, please contact:**

Jennifer Carty

Associate Director of Career Services and Employer Relations

Pamplin College of Business

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Or

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President

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**BUSINESS HORIZONS 2016 Planning Committee  
Application for New BH Team Members**

**Paper Applications Only (Pamplin 1046)**

**Name:** \_\_\_\_\_

**Telephone#:** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

**Local Address:** \_\_\_\_\_

**Major(s):** \_\_\_\_\_

**Minor(s) if appl.:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Class Level:** \_\_\_\_\_

I give my permission for university personnel to view my student records in conjunction with the consideration of this application.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position for which you are applying:**

**1<sup>st</sup> choice:** \_\_\_\_\_

**2<sup>nd</sup> choice:** \_\_\_\_\_

**Have you ever served as a BH volunteer? (YES or NO)**

**If yes**, please list the date of the fair (2014, 2015, etc.), and tell us what you did as a volunteer (i.e., served drinks, helped with Student Check-In, assisted employers with set up, etc.).

**NOTE:** Please attach a recent RESUME.

**Answer the following question.**

1. Please share some of your thoughts about why you chose to apply for a position on the Business Horizons 2016 Planning Committee.

**Applications are due by Monday, October 19<sup>th</sup> at 5:00 P.M. in 1046 Pamplin Hall.**