

Dear Students,

Applications for the 2017 Fall Career Fair Executive Team are now open and are due 11:59PM Friday, February 10. Each year SWE, the GSC, and the Senior Class recruit 2-3 directors each to plan the largest student-run Career Fair in the country which takes place in September. This is a prestigious opportunity to lead both undergraduate and graduate students, network 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, February 10th, 2017**. Applicants should send the following information to cf-directors@mit.edu:

- Name
- Graduate degree program and anticipated graduation date
- Student groups you're affiliated with on campus
- 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?
- In addition, please indicate your availability for interviews using this survey: <http://whenisgood.net/CF2017DirectorInterviews>

Information about the various positions are summarized below:

- Employer Relations - Recruits companies and works closely with employers.
- Treasurer - Handles all financial transactions pertaining to the Career Fair.
- Publicity - Delivers key information to companies and MIT students in addition to creating the Career Fair guidebook.
- Week-of Logistics - Handles logistics regarding events during the days leading up to the fair such as info sessions and company events.
- Day-of Logistics - Responsible for all aspects of the day of the career fair.
- Interview Logistics - Responsible for all aspects of interview day and also responsible for coordinating with service providers for all aspects of the fair.
- Facilitator - Maintains internal relations among the partner organizations, MIT administration, and Careers Office.

Sincerely,
Your 2016 Career Fair Directors