



*Division of Enrollment Management & Student Experience  
Career and Professional Development Center*

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TO: Personnel Directors  
Human Resources Directors  
Graduate/Professional School Recruiters

FROM: Theresa Queenan, Ph.D.  
Director,  
Career and Professional Development Center

DATE: December 8, 2023

RE: 2024 Education Job Fair Employer Invitation

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We are pleased to announce that registration will open **Friday December 8<sup>th</sup>** for the **2024 Salisbury University and University of Maryland Eastern Shore Education Job Fair!** The fair will be held on Salisbury University's campus, **Thursday, March 28th between 11:00 a.m. and 2:00 p.m.** in the **Guerrieri Student Union Wicomico Room**. Please be advised that student interviews, should you wish to conduct them, will occur directly after the job fair from 2:30-4:30pm.

Online registration is quick and easy, just follow the instructions below. The standard registration fee is \$150. Please see attached document to review what is included in standard registration. There are also additional items that can be included and/or purchased upon registration. Registrations will be accepted on a first come/first serve basis until filled. **Registration could close prior to the deadline stated below if maximum registrations of 50 employers are reached. Registrations will be accepted beyond the deadline, however, appearance in printed material is not guaranteed.**

**REGISTRATION DEADLINE: Thursday February 29<sup>th</sup> or when we reach 50 employers, registration will be closed, whichever happens first.**

**Interviewing after the Fair**

If you would like to conduct interviews with students after the fair, we will be offering spaces on-campus from 2:30 p.m. – 4:30 p.m. New this year, signing up to host interviews will be done along with your registration. When you are prompted to select registration or sponsorship packages there will be an item listed to request interview space. Interview rooms are limited and will be assigned on a first come first serve basis.

**Increase your Brand Awareness. Become a Sponsor!**

Increase your brand awareness on campus by sponsoring the job fair! We offer a variety of sponsorship packages for you to pick from. Please see attached document for sponsorship details. Sponsorship spaces are limited to allow for us to adequately provide all package offerings to each sponsor so don't delay. Register and make payment today!

Detailed logistics pertaining to the day of the event (directions, parking, etc.) will be sent as we get closer to the date.

If you have any questions or concerns, please don't hesitate to reach out to Lindsay Ward ([lxward@salisbury.edu](mailto:lxward@salisbury.edu)) or call Salisbury University at (410) 542-6075 for assistance!

Salisbury University  
2024 Salisbury University/UMES Education Job Fair  
Registration and Sponsorship Options

We are excited to announce that online registration is now open for the **2024 Salisbury University/UMES Job Fair**. The fair will be held on **Thursday March 28th from 11:00 a.m. – 2:00 p.m.**

To register:

- Login to your Career Connections account  
(<https://employer.gradleaders.com/SalisburyU/Employers/Login.aspx?jprid=5293>)
  - If you do not have a Career Connections account already, please register for an account and allow 2 business days to be approved, then you can to register for the job fair
- Select “Events” from the left-side menu
- Select “On Campus Requests”
- Select “Add request” from the top right corner of the page
- Find the event “2024 SU/UMES Education Job Fair” and select sign-up
- Fill out the information for your company as completely as possible, since this information will be used for your profile in our booklet.
- Once you have registered for the event, you will receive confirmation and an invoice via email.
- Select the appropriate registration fee, sponsorship, and additional items as appropriate

After submission, please allow 3-4 business days to receive a confirmation of your registration. Outlined below you will find the standard registration package details and pricing. If you experience difficulties completing the registration, please contact Lindsey Ward ([lxward@salisbury.edu](mailto:lxward@salisbury.edu)) or call Career Services at (410) 543-6075 for assistance.

<b>Standard Registration</b> The standard registration package includes: <ul style="list-style-type: none"><li>• 1 – six-foot table</li><li>• Two lunch meal passes</li><li>• Company description, website, and recruiting information in the job fair booklet.</li></ul>	\$150
<b>Additional Items Available for Purchase</b> <ul style="list-style-type: none"><li>• Extra attendee lunch ticket - \$15.00 per ticket</li><li>• Additional table (only 1 additional allowed per registration) - \$50</li></ul>	
<b>Items Available for Request</b> <ul style="list-style-type: none"><li>• Interview Space – limited rooms available</li><li>• White Tablecloth</li><li>• Electrical Outlet – limited availability based on space and booth location. Please plan for a booth set-up that can function without electrical outlet access as well. Requests will be filled as available.</li></ul>	

Please note: Registration fees and sponsorship pricing for the Education Job Fair differ from traditional Job Fairs. Salisbury University Career Services is proud to be able to offer reduced fees in order to provide an additional layer of support for the recruitment of educators for our local school systems.

## Sponsorship Packages

Increase your brand awareness on campus by sponsoring the job fair. We offer a variety of sponsorship packages for you to pick from. Please see below for package details and fees.

<b>GOLD Sponsorship</b> The GOLD Sponsorship package includes: <ul style="list-style-type: none"><li>• Standard registration fee package offerings</li><li>• Up to two additional lunch passes (total of 4 lunch passes)</li><li>• Your organization's logo on the sponsor page on the inside cover of the Job Fair Booklet</li><li>• Full-page Ad in the Job Fair Booklet</li><li>• Designated as a Gold sponsor on Career Services communications to students regarding the Job Fair</li><li>• Recognition on our social media accounts</li><li>• Option to double the size of the booth space for free</li><li>• One VIP parking space during the Job Fair</li></ul> <p style="text-align: right;">*Limited to 1 organization*</p>	\$1,000
<b>SILVER Sponsorship</b> The SILVER Sponsorship package includes: <ul style="list-style-type: none"><li>• Standard registration fee package offerings</li><li>• Up to two additional lunch passes (total of 4 lunch passes)</li><li>• Your organization's logo on the sponsor page on the inside cover of the Job Fair Booklet</li><li>• Half-Page Ad in the Job Fair Booklet</li><li>• Recognition on our social media accounts</li><li>• Option to double the size of the booth space for free</li></ul> <p style="text-align: right;">*Limited to 2 organizations*</p>	\$500
<b>BRONZE Sponsorship</b> The BRONZE Sponsorship package includes: <ul style="list-style-type: none"><li>• Standard registration fee package offerings</li><li>• Up to one additional lunch pass (total of 3 lunch passes)</li><li>• Quarter-Page Ad in the Job Fair Booklet</li><li>• Recognition on our social media accounts</li></ul> <p style="text-align: right;">*Limited to 4 organizations*</p>	\$250

The deadline to register and pay for your sponsorship is **Monday February, 19<sup>nd</sup>, 2024**. Sponsorships not registered and paid for by the deadline are not guaranteed to be included in publications and advertising. If sponsorships are all taken prior to the deadline, sponsorship registration will close and no more will be accepted.

*Thank you for supporting **Salisbury University** Students!*