WHAT IS A STUDENT HOST?
A Student Host is like an AE ambassador who supports one employer attending the AE Career Fair.

WHY SHOULD I VOLUNTEER TO BE ONE?
This valuable opportunity benefits AE students by providing experience interacting and communicating with industry representatives (often AE alumni), making networking contacts, and generating a relationship with a potential employer.

HOW TO BECOME A STUDENT HOST

1. **CHOOSE YOUR EMPLOYER**
   Choose the firm you wish to host and sign up in Room 104 Engineering Unit A

2. **RETRIEVE YOUR EMPLOYER’S CONTACT INFORMATION**
   After you’ve claimed an employer, take that employer’s contact information from the binder

3. **CONTACT YOUR CHOSEN FIRM IMMEDIATELY**
   *It’s your responsibility to reach out to your employer and introduce yourself as soon as possible.* We suggest you make the initial contact by phone. This is the most professional and effective method.
   - Please note: the initial contact person may not be attending the Career Fair but will direct you to the correct company representative. It’s possible you may have to contact several people at the firm. Be prepared to repeat information and double-check all details and arrangements.

4. **IF YOU HAVE DIFFICULTY CONNECTING WITH YOUR COMPANY OR COMPANY REPRESENTATIVE**
   This isn’t unusual; representatives have busy schedules and spend a lot of time out of the office. **ALWAYS** leave a message when you call. Clearly identify yourself and the purpose of your call. **Speak slowly and repeat important information, such as your name and phone number.** In your message, include the following:
   a. Your name (spell your name if it’s unusual or hard to pronounce)
   b. A phone number where you can be reached during regular business hours (keep in mind your company may be in a different time zone)
   c. A brief sentence about why you are calling (For example, “I’m your Penn State Student Host for the AE Career Fair in September, and I’m call to introduce myself.”)
   d. Repeat your name and phone number

After several unsuccessful attempts to make contact by phone, it’s acceptable to send an email to your company representative. If your company is not returning your phone calls or emails after one week, contact Brenda Colby at BLL36@psu.edu for assistance.
STUDENT HOST DUTIES

1. **BE PREPARED TO ANSWER QUESTIONS ABOUT THE AE DEPARTMENT, AE CAREER FAIR, and PENN STATE UNIVERSITY**
   - It may be helpful to review the AE program website and be able to discuss things related to the major, discipline options, curriculum, student organizations, etc. In addition, spend some time browsing the AE Career Fair website to familiarize yourself with the information it contains: [Penn State Engineering: Architectural Engineering | Career Fair (psu.edu)](https://careerfair.psu.edu).
   - If your firm asks a question you can’t answer, contact Brenda Colby at [BLL36@psu.edu](mailto:BLL36@psu.edu) for assistance.

2. **ATTEND DINNER WITH YOUR GUEST FIRM, if offered, on Monday evening, September 25**

3. **ATTEND THE AE CAREER FAIR KICKOFF SOCIAL WITH YOUR GUEST FIRM**
   - **On Monday, September 25 from 7:00PM – 9:00PM at Robb Hall in the Hintz Family Alumni Center**
   - Desserts and beverages will be served. Introduce your company representatives to other students attending the Social.

4. **ASSIST YOUR FIRM WITH THEIR BOOTH SET-UP THE MORNING OF THE AE CAREER FAIR**
   - **On Tuesday, September 26 at the Bryce Jordan Center**
   - Companies may begin setting up at the Bryce Jordan Center at 8:30AM. You can meet your company representatives at this time, help them unload their vehicle(s) and set up their booth.
   - On the morning of the Fair, company representatives can pull up to the unloading area at the Bryce Jordan Center and drop off their displays. They must park elsewhere at the Bryce Jordan Center after the initial drop off. Representatives must use the ParkMobile app to reserve a parking space in the designated parking lots (a parking map is included in the Employer Folder placed at each booth and on the AE Career Fair website). Parking is free as long as they use the code provided by the AE department when they reserve their spot.
   - Although your primary responsibility is to the company you are hosting, please offer to help if you see another company needs some assistance. Companies remember students who take initiative and put forth an extra effort.

5. **POINT OUT THE EMPLOYER FOLDER TO YOUR FIRM’S REPRESENTATIVES LOCATED ON THE TABLE IN THEIR BOOTH**
   - This folder is FULL of important information related to the Fair and the AE Department including representative name tags, WiFi instructions, parking instructions, AE student organization flyers, return shipping instructions, AE new building information, and more!

**Note:** It is **NOT** the responsibility of the student host to make travel or hotel arrangements for the company. Companies receive hotel information from the AE office and the information can be found on the Career Fair website. If your company has any questions about travel, refer them to Brenda Colby ([BLL36@psu.edu](mailto:BLL36@psu.edu)) in the AE office.