

# SUNY Potsdam's 2010 JOB EXPO

Full-Time • Part-Time • Internship • Summer • Volunteer

Dear Employer:

It is our pleasure to **invite** you to participate in **SUNY Potsdam's Job Expo**. Details regarding this event are listed below. Please consider recruiting *our students and alumni* for your full-time, part-time, internship, summer vacancies, or volunteer opportunities at this event.

**Event Date:** Wednesday, March 24, 2010

**Time:** 3 p.m. to 6 p.m.

**Place:** Multi-Purpose Room, Barrington Student Union, SUNY Potsdam

**Registration:** Please complete the enclosed registration form and return it by **Friday, February 12, 2010** to:

Career Planning – Job Expo Registration  
SUNY Potsdam  
206 Sisson Hall  
Potsdam, NY 13676

**Fee:** The registration fee is \$100.00 (\$55.00 for employers with non-profit status). This fee covers one representative and includes a meal and refreshments. **An additional fee of \$10.00 will be charged for each additional representative.**

The amount of \$50.00 (\$25 for non-profit organizations) is refundable if cancellation is made on or before **Friday, February 26, 2010**. No refund is possible after this date.

***Make checks payable to: Potsdam College/Career Planning, BUT MAIL CHECK TO: CAREER PLANNING, SUNY POTSDAM, 206 SISSON HALL, POTSDAM, NY 13676***

Sincerely,



Margaret M. Bain  
Assistant Director  
Career Planning  
315-267-2344  
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Toby J. White  
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Director  
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## Registration Form

You can also find registration materials on-line at:  
[www.potsdam.edu/offices/career/employers/jobexpo.cfm](http://www.potsdam.edu/offices/career/employers/jobexpo.cfm)  
SUNY Potsdam, Career Planning, 206 Sisson Hall  
Potsdam, NY 13676  
Telephone: (315) 267-2344 Fax: (315) 267-2342

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Organization: \_\_\_\_\_ Non-Profit Organization: \_\_\_Yes \_\_\_No  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_ **YES**, we plan to attend. *Make checks payable to: Potsdam College/Career Planning. MAIL CHECK TO: CAREER PLANNING, SUNY POTSDAM, 206 SISSON HALL, POTSDAM, NY 13676.* The registration fee is \$100.00 (\$55.00 for employers with non-profit status). An additional fee of \$10.00 will be charged for each additional representative.

**Please attach, or e-mail ([bainmm@potsdam.edu](mailto:bainmm@potsdam.edu)) a description of your organization to be included in the Job Expo program that students and alumni will receive.**

**Names of representative(s) attending (use the other side of this page if needed):**

1. \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Class year if Potsdam alum \_\_\_\_\_  
2. \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Class year if Potsdam alum \_\_\_\_\_

**Special Request:** Will you require electrical access? \_\_\_No \_\_\_Yes  
(Only the first 20 employers can be accommodated.)

Additional Requests? \_\_\_\_\_

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RETURN THIS FORM AND FEE BY **FRIDAY, FEBRUARY 12, 2010 TO:**  
**CAREER PLANNING – Job Expo Registration**  
**SUNY Potsdam**  
**206 Sisson Hall**  
**Potsdam NY 13676**