

SACES Career Connection©

Hello University Representatives:

Welcome to the SACES Career Connection 2016 to be held at the SACES conference in New Orleans, October 7-8! We are excited to facilitate such event and assist in connecting with potential candidates for your advertised position. Thank you for deciding to participate in a wonderful opportunity and very exciting event.

As you know, the conference is just around the corner, so the Career Connection Committee wanted to provide you with some brief information.

1. **A Brief Qualtrics Survey.** Career pre-connection will take place online by filling out a Brief Qualtrics Survey. On the SACES webpage, there is a link to a Qualtrics survey. The data will be used by the committee only to understand who is participating this year and to assess and improve our event going forward.
2. **Position Description.** After filling out our Qualtrics survey, please email a shortened version (1 page) of your posting description to sacescareerconnection2016@gmail.com as a PDF attachment in this format: Universityname_Rank.pdf. Example: KeanUniversity_AssistantProfessor.pdf. Your position description will be made available to job seekers who participate in Career Connection.
3. **University Postings:** All positions will be posted in a virtual drive as they are received by the Career Connection committee, and job seekers will receive a secure link to access this drive. At the conference, all positions will also be posted on bulletin boards at the Career Connection, which will be located in the Grand Gallery and staffed Friday, October 7, 8am-5pm, and Saturday, October 8, 8am-2pm. It is not unusual for universities to receive approval to advertise a position up until the last minute before the conference or during the conference, so job seekers are encouraged to check the drive frequently before the conference and the bulletin board at the conference for any new positions. University postings will be accepted throughout the conference; university representatives who receive approval to advertise during the conference must provide two hard copies to the Career Connection committee to add to the bulletin board. The Career Connection committee will provide computer access and technical assistance at the conference to assist university representatives in posting virtually and browsing job seeker CVs.
4. **Job Seekers CVs:** The process is fairly simple. All 2-page curriculum vitas will be placed (posted) in a virtual drive as they are received by the Career Connection Committee, and Universities will receive a secure link to access this drive.

5. **What do universities do if they are interested a potential job seeker?** A search committee chair or its representative who is advertising positions with Career Connection will use the contact information provided in CV to contact the potential job seeker directly.
6. **Job Seekers Contacting Universities:** Job seekers cannot contact universities directly, which is why we are using a Qualtrics Follow-up Survey for job seekers to indicate “interest” in positions. **Indicating “interest” through Career Connection is not a substitute for completing the unique formal application process for positions as described in each job posting.**
7. **Important Note:** Confidentiality cannot be guaranteed. By agreeing to participate in Career Connection, your posting description can be viewed by all participating job seekers. **We do not arrange meetings between job seekers and universities. Please bring copies of the full job description with you to the SACES 2016 Career Connection.**

Thank you for your interest in the SACES 2016 Career Connection. We wish you much success in your pursuit of a colleague at your institution! See you Friday, October 7th.

Sincerely,

The SACES 2016 Career Connections Committee

Dr. Margaux Brown, Co-Chair

Dr. Marcela Kepic, Co-Chair

Mr. Christian Chan

Mr. Joshua Littleton

Mrs. Tanya Lorenzi

Dr. Verna Oliva

Dr. Jane Rheineck

Dr. Catherine Roland, Consultant