



DIRECTOR OF ACADEMIC PLACEMENT DUTIES

Spring:

- Search for universities about 300 miles from conference location and create spreadsheet with list of dept chairs and email addresses
- Submit blurb about APS for newsletter
- Ask webmaster to update APS info on the website if needed
- Can ask SMA's social media person to post promoting APS
- Attend EC meetings

Summer/Fall leading up to conference:

- Attend EC meetings
- Promote APS leading up to conference:
 - SMA website
 - Can ask SMA's social media person to post to SMA accounts promoting APS
 - Can ask SMA EC members to post about APS on their personal LinkedIn accounts, etc.
 - ELMAR
 - Use marketingphdjob.org jobs boards to create list of email addresses to send emails promoting the event (can promote to job candidates on the market and universities posting jobs, particularly those relatively close the conference destination)
- Field questions that come in from interested people via email
- Monitor website for new registrations (daily)
 - **When a hiring institution registers:**
 - Send the university rep who signed up an email with a link to the Dropbox folder with the job applicants' CVs in it and details on how APS works
 - Download the .csv file of registered hiring institutions from the website and save in the Hiring Institutions Dropbox folder (need to do each time a new hiring institution signs up in order to keep list up to date)
 - Find and download the hiring institution's job ad (if they uploaded one) and save it (hiring institution name.pdf) in the Hiring Institutions Dropbox folder.
 - **When a job applicant registers:**
 - Send the university rep who signed up an email with a link to the Dropbox folder with the hiring institutions' job ads in it and details on how APS works
 - Download the .csv file of registered job applicants from the website and save in the Job Applicants Dropbox folder (need to do each time a new job applicant signs up in order to keep list up to date)
 - Find and download the applicant's CV and save it (name it last name, first name.pdf) in the Job Applicant's folder created inside of the Job Applicants Dropbox folder. Save additional materials (i.e., PDFs) the job applicant may have uploaded to the website to the same Dropbox folder.
- There's a short report to submit – can do report once you get to conference because some hiring institutions/job applicants will register at last min, etc.

Misc.

- Good to setup an SMA folder in email to keep track of the SMA emails regarding placement

Materials to bring to conference:

- List of hiring institutions and job applicants registered for APS (easiest thing to do is to bring a laptop)
- Large table tent cards with names' of hiring institutions on them

Conference:

- Attend the pre-conference EC meeting if possible
- Bring large table tents (can find at Office Depot...Avery is the brand I purchased because it has templates compatible with Microsoft Word...and print with an ink jet printer) with names of hiring institutions registered for APS to put on the small round tables in the APS interview room.
- Sit at table outside of APS interview room and greet representatives from the hiring institutions and the job applicants.
 - Hours: Thursday from 8:30 a.m. – 5:00 p.m. and Friday from 8:30 a.m. – 5:00 p.m.
 - Ensure everyone is registered for APS (bring lists with you...recommended to bring laptop so you can access Dropbox folders and website if needed).
 - Ensure the hiring institution is ready to meet with the job candidate before allowing job candidate into interview room. Answer questions.
 - Common questions include what time the room is open, how APS works, where conference events are located in the hotel, where the conference registration table is, which hiring institutions are there (that's confidential...don't tell people), etc.
- Need a student worker to cover Director of APS for restroom breaks, if the Director needs to present in a session, eat lunch, etc.
- Attend EC meeting on the last day of the conference – provide metrics (i.e., the short report with numbers)
- Help break down the projectors, screens, and pack up all of the materials that needed to be shipped.

[Holly's recommendations: Director of APS used to bring a large binder of printouts of the job applicants' CVs and another with the hiring institutions' job ads. IMO, this is a waste of time/money as these materials are available in a digital format now (i.e., on Dropbox). Also, some people who were not registered for APS would come to the table and snoop through the binders, which is a privacy issue. Better not to have the binders.]