

ASC Employment Exchange

San Francisco, CA

San Francisco Marriott Marquis

Salon 7, Lower B2 Level

<https://www.asc41.com/employment.htm>

Hours of Operation

Wednesday	Nov. 13	10 am to 5 pm
Thursday	Nov. 14	9 am to 5 pm
Friday	Nov. 15	9 am to 5 pm

Questions or problems:

Ken Adams at kenneth.adams@ucf.edu, or
Kelly Vance at kvance@asc41.com,
614.292.9207

Services offered: The ASC Employment Exchange provides an on-going, web-based listing service that operates year round. The service allows employers to advertise their position openings and ASC members to publicize their availability for employment. At the annual meeting, the ASC Employment Exchange also makes available printed copies of position announcements and candidate listings for review, a self-service message exchange board to facilitate communication between prospective employers and job candidates, and a discussion seating area (operated on a first-come, first-served basis) for employment-related conversations.

Position and candidate listings: At the annual meeting, multiple ring binders are made available with printed copies of position announcements and candidate listings. The binders contain the listings that are active on the website around the time of the meeting, as well as listings that are submitted at the annual meeting. Purchase of a web listing is required to be included in the binders; placement in the position listing binders is included in the fee. Position listings purchased at the annual meeting are posted on the website shortly after the meeting.

The fee schedule is as follows (minimum of one month):

- \$250 for the first month
- \$200 for the second month
- \$125 for each month thereafter

There is no charge for the candidate listing service at the meeting.

Deadline for submissions: **Friday, November 1, 2019** for pre-meeting position announcements and candidate submissions. Submissions prior to the annual meeting should be made via the web at <https://www.asc41.com/employment.htm>.

Submissions also are accepted on-site at the annual meeting. For on-site submissions, institutional representatives should bring a copy of their advertisement (containing information on how to contact institutional representatives at the annual meeting, if desired), and billing contact information. Payment for the ad posting is required on-site. Cash, check, credit card, or PO's are accepted. The ad will be posted online upon staff returning to the ASC office.

Candidates should bring 12 copies of a cover page (with contact information) summarizing their skills, interests and credentials, as well as 12 copies of their vita, all on 3-hole punch paper.