

THE COLLEGE OF THE BAHAMAS

CAREERS AND JOB FAIR

Wednesday, November 7, 2007

9:30 am to 4:00 pm

College Grounds, Poinciana Drive Entrance

Hosts: The College of The Bahamas Counselling and Health Services Department



What's the Career and Job Fair About?

Connecting Our Students and the Business Community for Mutual Benefit.

Historically, these fairs have played a vital role in supplying our students with a wealth of career information and in assisting them to secure full and part-time employment. Our goal is also to include the Ministry of Education so as to ensure that our junior and high-school students of the 9th through 12th grades have the opportunity to benefit. This year's event is co-ordinated by the *Advisory Committee of the Career and Placement Office*, is made up of COB faculty and representatives of private sector enterprises.

What Benefits and Opportunities Can Participants Expect?

- ✓ As an integral part of this Careers/Job Fair, we are offering the opportunity for a Lecture Series whereby students can gain information on specific topics related to careers and/or the world of work (a list of topics is attached for your perusal). If you are interested in being a speaker for any of these (or other) topics, please state on your returned registration form.
- ✓ The Careers and Job Fair provides a forum to demonstrate your organization's commitment to national development. We therefore invite you to participate in this mutually beneficial venture by purchasing a booth at a cost of \$300.00. In return you will receive:
 - Exposure to hundreds of the best-trained college students in The Bahamas/Access to prospective employees
 - A direct opportunity in becoming a stakeholder in preparing COB students for their future endeavours
 - Exposure to high school students seeking career information
 - A complete 8' x 10' booth for display purposes
 - Signage on all print advertisements



What Should a Booth Holder's Display Consist of for Best Results?

In the past we have found that the following items have proven to be helpful to students seeking information at the various booths:

- JOB DESCRIPTIONS – FOR AVAILABLE JOBS
- CAREERS & CAREER PATHS WITHIN THE COMPANY/ORGANIZATION
- EDUCATION, QUALIFICATIONS, EXPERIENCE NEEDED FOR THE VARIOUS CAREER PATHS
- OPPORTUNITIES FOR INTERNSHIPS, APPRENTICESHIPS, PART-TIME &/OR FULL-TIME JOBS
- PROCEDURES FOR APPLYING FOR A JOB
- OTHER PROMOTIONAL MATERIAL, BUSINESS CARDS OR HANDOUTS

For further information...

Should you have questions do not hesitate to contact any of the following executive members of the Advisory Committee listed below. To confirm your space, please complete our Registration Form and return it to **Ms Norma Turnquest** (See contact information below) with your check made payable to *COB Counselling Dept Careers/Job Fair'07*. We look forward to receiving your booth registration form, and to having you participate this year. Additional information will be circulated to registered booth holders as it becomes available. We look forward to your participation and thank you for your support.

Sincerely,

Mr. Khaalis Rolle, President
[2006–present, COB Job Placement Advisory Committee]
Representative of The Bahamas Chamber of Commerce & Bahamas Ferries
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Mrs. Ionie Stuart-Diggiss, Vice President [2006–present, COB Job Placement Advisory Committee] Representative of Banking industry/Scotiabank (Bah.) Ltd., Tel: 242-356-1580,
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