

NATIONAL
HBCU WEEK 2020
THE PERFECT DECADE TO ACCELERATE
HBCU COMPETITIVENESS



The White House Initiative on Historically Black College and Universities
2020 HBCU WEEK CAREER AND RECRUITMENT FAIR

SEPTEMBER 23, 2020 | WASHINGTON, D.C

Renaissance Washington DC Downtown Hotel
999 9th Street, NW, Washington, DC 20001

OVERVIEW

The White House Initiative on Historically Black Colleges and Universities (Initiative) works with agencies, private-sector employers, educational associations, philanthropic organizations, and other partners to increase the capacity and competitiveness of HBCUs to provide the highest-quality education and opportunities to an increasing number of students. The Initiative is dedicated to helping HBCUs successfully compete for top opportunities in national and global markets while providing education and economic experiences for the students and communities HBCUs primarily serve.

On September 23, 2020 from 12:00PM-3:30PM the Initiative will host the HBCU Student and Alumni Career Fair on the last day of our Annual National HBCU Week Conference. This document provides instructions for submitting career fair proposals for consideration by the Initiative staff.

YOUR INITIATIVE CAREER FAIR ADVISOR

Elyse Jones, Management and Program Analyst, Student Outreach and Engagement
Elyse.Jones@ed.gov or 202-453-5627

ELIGIBILITY

The Initiative reserves the right to select organizations on best fit according to information provided.

- Applicant must represent individuals/organizations that provide career and professional development services and opportunities to students seeking employment and pursuing a higher education and graduates.
- Organization must have available opportunities for students and alumni. Only **complete** applications will be considered. Career, Internship and Fellow Opportunities for Fall, Spring and Summer are encouraged.

APPLICATION INSTRUCTIONS (Complete the form in its entirety)

1. Identify one person with whom our Conference Advisor can communicate regarding the career fair proposal. (*This person will be the “Career Fair Coordinator,” should this organization be selected*)
2. Provide a brief overview of your organization, the career and fellowship/internship or higher education opportunities you plan to offer during the HBCU student and alumni career fair. Included in the descriptions should be the current status (application period), hiring periods, preferred majors, focus areas and link to organization.
3. Save the form as organization name.
4. Submit the form by email to elyse.jones@ed.gov, Subject line: “2020 HBCU Week Career Fair Application” no later than **June 1, 2020**.





2020 HBCU WEEK CAREER AND RECRUITMENT FAIR

INSTRUCTIONS FOR SUBMISSION OF CAREER FAIR PROPOSALS
SEPTEMBER 23, 2020

CAREER FAIR OBJECTIVES

- Recruit HBCU talent;
- Introduce HBCU students and alumni to career, fellowship, internship and higher education opportunities;
- Encourage stakeholders and external partners to recruit from HBCU talent; and
- Serve as a forum that fosters public private partnerships that will reinforce the vital importance of HBCUs and its impact on U.S. competitiveness in the global economy.

PRIORITIES

- Workforce Diversity
- Professional Development
- HBCU Recruitment & Competitiveness
- Economic & Community Development

DEADLINE & SELECTION TIMELINE

- Application deadline is **June 1, 2020**.
- Approved applications will be notified on or before **June 15, 2020**.
- Set-up show time and breakdown information will be provided *on or before August 3, 2020*.

COST

This event has no cost, however recruiters that require Wi-Fi access, electricity or other AV support will need to coordinate those services with the venue directly.

SPACE ALLOCATION

Space includes the following:

- One 3' x 6'
- Two (2) Chairs
- Inclusion of agency/organization name in the official program and marketing.

CAVEAT: Participants should have opportunities that are available during or close after the 2020 HBCU Week Conference events. Opportunity for Fall (2020) and Spring and Summer (2021) are encouraged. This is not an exhibition, organizations who do not have available opportunities to include: higher education opportunities, internships, fellowships and career pathways and employment pathways, will not be considered.



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CAREER FAIR PROPOSAL SHEET FOR HBCU WEEK

SEPTEMBER 23, 2020

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 999 9th Street, NW, Washington, DC 20001

Point of Contact Legal Name (First)	Point of Contact Legal Name (Last)	Official Title
E-mail:		
Company/Organization Legal Name:		
Overview of Organization (Will be used to determine final eligibility) Link to website:		
Can you provide Direct Hiring Authority during this event?		

List Available Opportunities:



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