

**Academy of Criminal Justice Sciences
2012 Employment Exchange
New York, New York**

Hours of Operation:

Wednesday, March 14	1:00 p.m. to 5:00 p.m.
Thursday, March 15	9:00 a.m. to 5:00 p.m.
Friday, March 16	9:00 a.m. to 5:00 p.m.

Location:

Marriot Marquis Times Square
Broadhurst, 5th Floor

The ACJS Employment Exchange Makes Available:

1. Printed copies of position announcements and candidate listings in binders for review: There will be 10 position announcement binders containing all job postings submitted prior to and on-site at the annual meeting. There will be five candidate binders similarly configured with candidate materials. Position and candidate listings will be accepted on-site at the annual meeting. The 10 copies of position announcements and five copies of candidate materials sent in advance of the meeting must be 3-hole punched and sent by hard copy to address below. Electronic submissions will not be accepted. Copy services will not be available in the Employment Exchange.
2. Interview/discussion area with a sign-up board: Tables and chairs that institutions and candidates can use for employment-related discussions will be available on a first-come, first-served basis. Institutions may wish to consider bringing a tabletop placard to make it easier for candidates to locate representatives. Institutions also are advised to determine in advance their interview/discussion schedule (i.e., who will be available on what days at what times). Interview/discussion sign-up sheets will be made available for posting, and this operation works on self-service basis. Candidates who are looking for a position are advised to bring sufficient copies of their vitae 3-hole punched and ready for distribution.
3. "Tips for a Successful Job Interview": On Thursday March 15, 2012 at 9:30 a.m., Jim Ruiz, Associate Professor of Criminal Justice-Penn State Harrisburg will make a presentation entitled "Tips for a Successful Job Interview." This presentation contains valuable information for all those who are or will be soon entering the job market.
4. A Self-Service Message Exchange Board: To facilitate communication between prospective employers and job candidates, materials for to a self-service message are made available. Candidates and institutions should check the board regularly. Also, since there is no way to insure that messages will be received or delivered, institutions should consider including contact information for representatives (e.g., name and hotel) on the interview/discussion sign-up sheets.

Costs:

There is no charge for position announcements or candidate services.

Deadline for Position Announcements and Candidate Materials:

All position announcements and candidate materials **must be three-hole punched** to permit ease of placement into the folders. Electronic submission will not be accepted. Position announcements and candidate listings submitted prior to the annual meeting should be received by February 9, 2012. Send all materials to:

James Ruiz
Penn State Harrisburg
School of Public Affairs
777 W. Harrisburg Pike
Middletown, PA 17057

OR

Joongyeup Lee
College of Criminal Justice
Sam Houston State University
Huntsville, TX 77341-2296

On-Site Submissions:

Submissions are accepted on-site at the annual meeting. For on-site submissions, institutional representatives should bring 10 copies of their advertisement (containing information on how to contact institutional representatives at the annual meeting, if desired) 3-hole punched and ready for insertion into the binders. We will have on-site forms available. Candidates should bring five copies of a cover page (with contact information) summarizing their skills, interests and credentials, as well as 5 copies of their vita, all on 3-hole punch paper.

Questions or problems:

Contact Jim Ruiz at jmr33@psu.edu

or

Joongyeup Lee at jxl023@shsu.edu