Business Horizons 2024-2025 Student Planning Team

Logo, company name

Description automatically generated

Business Horizons is the twice annual career fair sponsored by the Pamplin College of Business Career Services Office at Virginia Tech. The career fair is held in both the Fall and Spring semesters each academic year, prior to the onset of on-campus interviews. In recent years, the Business Horizons Career Fair has hosted over 120 companies utilizing this recruiting opportunity to meet with over 3,000 students.

The Business Horizons Student Team operates with a team of student officers and members organized in the following structure: Treasurer, Corporate Correspondence Committee, Hospitality Committee, and Marketing Committee. Each committee consists of a Committee Chair and several committee members. Pamplin’s Assistant Director of Career Services & Student Programming and the Career Services Coordinator serve as the faculty advisors to the Business Horizons Student Team. Please see below for a description of the positions.

The positions are open to students enrolled in the Pamplin College of Business who will not have graduated prior to either of the career fairs and who are enrolled at the Blacksburg campus for both the Spring 2025 and Fall 2025 semesters.

**A 3.0 Overall GPA (as of the end of the Spring 2024 semester) is required to be considered for positions on the Business Horizons Student Team.**

**NOTE: If you are a first-year student interested in applying, and don’t yet have a GPA at VT, you may still submit the application to be considered. When grades are posted after the conclusion of the Fall 2024 semester, you will need to have earned at least a 3.0 Overall GPA to continue as a member of the Business Horizons Student Team, if chosen.**

Interviews for the 2024-2025 BH Student Team will be conducted after completed applications and resumes are submitted by the **Application Deadline (Sunday, October 13th at 11:59 PM).**

For more information about BH, applicants are encouraged to review the BH website:

<https://pamplin.vt.edu/undergraduate-programs/career-services/business-horizons-career-fair.html>.

**Open Positions:**

**Corporate Correspondence Committee Member**

The Corporate Correspondence Committee deals with all communication with prospective employers. Specifically, the Corporate Correspondence Committee creates the employer invite list and handles inquiries regarding the career fairs and requests for information. This committee is responsible for reaching out to employers to sell the Business Horizons Career Fair. Additionally, the committee is responsible for scheduling networking and professional development opportunities for the team with employers. This committee will also be responsible for the Employer Check-In the day of the fair and collecting payment after the fair from employers.

**Hospitality Committee Member**

The Hospitality Committee is responsible for coordinating parking arrangements, employer shuttles, and catering for Business Horizons. In addition, the committee coordinates activities, meals, and refreshments for team meetings. Members of the Hospitality Committee must negotiate large budget contracts with caterers/facilities. The committee is also responsible for recruiting and training a staff of volunteers to assist in the set up and execution of Business Horizons. During the fair, the committee will coordinate the check-in and shift schedules of volunteers.

**Marketing Committee Member**

The Marketing Committee deals with all communication with students, faculty, and alumni. The committee is responsible for designing communication campaigns geared towards student participation and notification to faculty about the event itself. The committee is responsible for creating new and unique ways to advertise and prepare students for the fair. The committee uses various media to publicize the event and notify students of the fair and volunteer opportunities. In addition to using social media outlets, the committee is responsible for physical signage around campus, this includes obtaining proper approvals from university parties. On the day of the fair, the Marketing Committee is responsible for capturing photo/video of the event and managing the social media accounts.

**Treasurer**

The Treasurer is responsible for managing the team’s budget for all purchases and team events. The Treasurer will work closely with the Committee Chairs to approve and make purchases for the team, maintaining an accurate budget and record of all purchases for both the Spring and Fall fairs. The treasurer will also be responsible for fundraising efforts for the team.

**For additional information about Business Horizons, please contact:**

Hannah Landers

Assistant Director of Career Services & Student Programming

**Logo, company name

Description automatically generated**Pamplin College of Business

Email: [hanrl15@vt.edu](mailto:hanrl15@vt.edu)

**Business Horizons 2024-2025 Student Planning Team  
Application for New Business Horizon Student Team Members**

**Email application to** [**pcobcareers@vt.edu**](mailto:pcobcareers@vt.edu) **by Sunday, October 13th at 11:59 PM.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduation Semester & Year: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I give my permission for university personnel to view my student records in conjunction with the consideration of this application.

**Signature**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position(s) you are applying for**:

**1st choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **2nd choice**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please list your schedule below with times you are NOT available for each day (classes, clubs, extracurriculars, etc.). You can list your extracurriculars/clubs if times tend to change week by week.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Answer the following questions:**

1. Please share some of your thoughts about why you chose to apply for a position on the Business Horizons 2024-2025 Student Planning Team.
2. Have you ever served as a Business Horizons volunteer, YES or NO? If YES, please list the semester & year of the fair, and tell us what you did as a volunteer (served drinks, helped with student check-in, assisted employers with set up, etc.).
3. Please attach your **CURRENT RESUME**.

**Applications are due by Sunday, October 13th at 11:59 PM via email to** [**pcobcareers@vt.edu**](mailto:pcobcareers@vt.edu)**.**