

# ACJS 2018 EMPLOYMENT EXCHANGE

The ACJS Employment Exchange (EE), located in Grand Salon 3, Hilton 1<sup>st</sup> Floor, will open Thursday, February 15, 2018, from 1:00 pm to 5:00 pm. On Friday, February 16, the EE will be open from 9:00 am to 5:00 pm. On Saturday, February 17, the EE will open from 9:00 am to 2:00 pm.

In keeping with the desire to **GO GREEN**, no longer is it necessary to send hard copies of position announcements or candidate vita. Building on the success of the EE at ACJS 2013, due in no small part to the assistance provided by ACJS Manager Cathy Barth, the EE will provide laptops containing “Job Openings” as well as “Job Candidates” to accommodate ACJS EE attendees.

**For easy indexing in our email system, hiring institutions should use “ACJSJOBOPENING” as their email title, and job candidates should use “ACJSJOBCANDIDATE” as their email title.** Hiring institutions need to send 1) full announcement and 2) brief description of the position (for “**position-at-a-glance**”; see below for details), and job candidates need to send their vitae by attachment to JLee@psu.edu. There is no cutoff date; the EE will maintain a rolling enrollment. However, for best results, institutions or persons wishing to post to the EE are advised to email the announcement or listing at least one week prior to the Annual Meeting. Submissions will continue to be accepted by bringing the announcements or candidate CV to the EE on a flash drive. Those working in the EE will be happy to copy announcements and candidate listings to the proper set of laptops. The EE will operate three laptops for position searches and two for candidate searches. Internet access will NOT be available on these laptops.

At any given time during the EE program, at least two EE representatives will be on-site. The EE representatives will be graduate students from across the country that have volunteered their services to ACJS. EMPLOYMENT EXCHANGE Ribbons below their nametags will easily identify them.

Along with the position announcements, hiring institutions are recommended to submit brief summary memos, called “**position-at-a-glance**,” containing 1) school name 2) specialty areas (e.g., policing, theory, corrections, generalist), 3) position type (e.g., instructor, tenure-track assistant, associate), and 4) contact information of the representative available during the ACJS Annual Meeting. The EE will organize the memos and beam them on a wall screen using a projector. Job candidates will be advised to glance at it for quick reference, and then go to the position announcement to see if they wish to contact the representative(s) attending the conference.

Hiring institution representatives should bring their own **table banner**. The banners should be in an acceptable fashion without 1) poor graphic design, 2) overwhelming colors with unidentifiable school names, or 3) nothing but acronyms of the institution. Institutions are asked to be conscientious and check with their own faculty members before bringing a banner to the ACJS EE program.

Tables and chairs will be available for institutions and candidates to use for employment-related meetings, and they will be available on a first-come, first-served basis. Institutions have been asked to determine in advance their interview schedule (i.e., who will be available on what days and at what times). Interview sign-up sheets will be made available for posting on a **self-service basis**.

On Friday, February 16, 2018, at 9:30 am, Jim Ruiz, Associate Professor of Criminal Justice-Penn State Harrisburg, will make a presentation entitled, “**Tips for a Successful Job Interview**” in Grand Salon 3, Hilton 1<sup>st</sup> Floor.

**NEW TO THE EE: Electronic Device Charging Station**

At the last meeting, a charging station was incorporated into the EE as an added service to attendees. Because of the positive response it received, the charging station will, again, be located in the EE. So if you are running low on charge for any of your electronic devices, pass by the EE and make use of this convenient charging station.

**ACJS Website Employment Bulletin:** If a position listing is active in the ACJS Employment Bulletin during the official dates of the ACJS Annual Meeting, the listing will be automatically included in the ACJS Employment Exchange job board.

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