

Information Session

Scheduling Process

Thank you for your interest in hosting an information session at the University of South Florida! We look forward to our students meeting you on campus and learning more about your organization. Please follow the steps listed below to schedule and market your information session at USF. Steps to scheduling an information session at USF.

1. Reach out to the appropriate contact listed below to make your reservation.

Targeting Business Majors?

- Contact Pavla Ozkul: pozkul@usf.edu
For more info: <http://www.usf.edu/business/undergraduate/majors.aspx> and <http://www.usf.edu/business/student-success/>

Targeting Engineering Majors?

- Contact Eva Fernandez: ecfern@usf.edu
For more info: <http://www.usf.edu/engineering/undergraduate/majors.aspx>

Open to students from all majors? *

- Marshall Student Center
Contact Elizabeth Sorenson, Associate Director for Event Planning: esorenson@usf.edu
For more info: <http://www.usf.edu/student-affairs/msc/plan-and-market-events/index.aspx>
- TECO Conference Hall
Contact: anchincenter@coedu.usf.edu, (813) 974-5959
For more info: <http://anchin.coedu.usf.edu/teco.html>
- Gibbons Alumni Center
Contact Bob Herron: robertherron@usf.edu
For more info: www.usfalumni.org/usfalumni-center

* These locations include a fee.

2. Ordering food? Reach out to the campus catering contact listed below to place your order.

Contact USF Catering: catering@admin.usf.edu, (813) 974-6166
For more info: <http://usf.campusdish.com/Catering.aspx>

3. Once your reservation is approved by the department, please follow up with Career Services.

Career Services will then assist you with marketing the event to students through our various channels (Handshake, social media, email, Career Consultant referrals, etc.).

If you are interested in a consultation on the correct event location for your recruiting needs, please contact the Employer Relations team at RecruitUSF@usf.edu.



**UNIVERSITY OF
SOUTH FLORIDA**
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OFFICE OF EMPLOYER RELATIONS

RecruitUSF@usf.edu | usf.edu/RecruitUSF