



***There is no charge, so we hope you will take advantage of these benefits at MS&T'08!***

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**Employment Center • David L. Lawrence Convention Center • Room 320**

- Sunday, October 5: 3 to 5 p.m. (resume and job drop-off only)
- Monday, October 6: 10 a.m. to 5 p.m.
- Tuesday, October 7: 2 to 5 p.m.
- Wednesday, October 8: 10 a.m. to 5 p.m.

*For Employers:*

- It's free.
- Post job openings, collect resumes, schedule interviews, and conduct on-site interviews.
- You do not need to attend MS&T to post positions. If you are not attending, submit job postings by e-mail in advance to [tniswonger@ceramics.org](mailto:tniswonger@ceramics.org).
- Bring **20** copies of each position posting to the meeting. The positions can range from internships to executive management positions.
- The position openings are displayed on bulletin boards in the Employment Center and are classified according to the college degree desired for the position, i.e., BS, MS/MBA, Ph.D.
- There will be two interviewing rooms for on-site interviews of 30 minutes.
- If your company is also participating in the **Material Advantage Student Career Connection** on Tuesday afternoon, you are also invited to post jobs in the Employment Center. While the Career Connection is specifically for students, the Employment Center is for all attendees, including students.

*For Job Seekers:*

- It's free.
- You will need to complete a basic employment form on-site and attach your resume. Both will be filed on the basis of highest degree completed or in progress in a loose-leaf binder for review by prospective employers.
- You do not need to attend MS&T to post your resume. If you are not attending, submit your resume by e-mail in advance to [tniswonger@ceramics.org](mailto:tniswonger@ceramics.org).
- Bring **20** copies of your resume to the meeting.
- Employers review the collection of resumes, and if they are interested in interviewing someone on-site, Employment Center staff assists in arranging an appointment.
- You may also review the job postings, which are arranged by college degree desired. If interested in a position, leave your resume at the Employment Center desk. If the company is not interviewing at the meeting, staff collects and mails all resumes for a position to the company at the close of the conference.

There will be detailed sets of instructions at the Employment Center for employers and candidates.

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**Literature Table**

A table will be available in the Employment Center for companies to display general literature (50 piece maximum per item). Literature can be mailed to the address below, and it will be placed on the table, or you can bring the materials with you. Mailed literature must arrive by **September 22, 2008, at:**

The American Ceramic Society  
ATTN: Literature Table MS&T  
600 N. Cleveland Ave., Ste. 210  
Westerville, OH 43082

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Please e-mail [mstout@ceramics.org](mailto:mstout@ceramics.org) or [tniswonger@ceramics.org](mailto:tniswonger@ceramics.org) if you have any questions about the Employment Center or Literature Table. The partner societies of MS&T look forward to your participation!