

Drew University

Center for Internships and Career Development

EMPLOYER TABLING GUIDELINES

Employers are welcome to “table” at the Drew student center (known as the “EC” for Ehinger Center), the Drew “Commons” (dining hall), or Brothers College (“BC,” our primary academic building) in collaboration with the Center for Internships and Career Development. The focus of your visit must be **job-, internship-, or career-related**.

Contact: Yasmin Acosta, yacosta1@drew.edu | 973-408-4761

Locations: EC, Commons, or BC

Recommended Days/Times: Tuesday, Wednesday, or Thursday
11:45 AM-1:15 PM; or 11:30 AM-1:30 PM

Reservation: It’s first-come, first served; Please fill out Employer Tabling Form

Fee: Your table free—no fee

Parking:

- (a) Designated Career Center parking spot in front of Sycamore Cottage; must be reserved with Richard
- (b) The large parking lot to the left of the baseball field
- (c) The parking lot in back of the EC

Tables:

EC: Reserved table across from the reception desk, next to Crawford Hall, or in the servery

Commons: Several tables located in the main hallway

BC: Foyer

Anticipated Students: Several hundred students typically pass through the EC, Commons, and BC during lunch time

Entrance to Drew:

To park the large lot next to the baseball field: Enter at the light at the intersection of Madison Avenue (Route 124) and Lancaster Avenue. Drive straight ahead, turn right, and park in the large lot.

To park near the Career Center or in back of the EC: Coming from Madison, turn left just beyond the red brick United Methodist Church. Follow the bend in the road to the right.

Bring: Flyers, handouts, job descriptions, business cards, a table cloth, and a sign identifying your organization and what you are hiring for: part-time jobs, internships, and/or full-time jobs