Spring 2006 Employment Fair

Friday, May 12, 2006
AUC Main Campus
4:30 P.M. - 8:30 P.M.
Early Bird Registration: Wednesday, March 8
Registration Deadline: Wednesday, March 22

Complete registration forms online
www.caps.aucegypt.edu/efforms.html

Registration will not be valid until receipt of complete registration material and corresponding fee in line with indicated deadline.

Principal Sponsor
Shell International

Career Advising & Placement Services
What is the Employment Fair?

The semi-annual Employment Fair is a one-day recruiting event organized by the office of Career Advising & Placement Services (CAPS) at the American University in Cairo (AUC). The Fair provides a forum for cultivating and developing productive relationships between AUC graduates and the corporate world. It aims at integrating employers’ recruiting needs with the skills and qualifications of AUC graduates. The Fair gives participating companies an opportunity to build their image on campus among a qualified pool of AUC students and alumni.

As a leader in university placement services in the Middle East, AUC started the Employment Fair in 1986, the first event of its kind in the region at the time. On average, approximately ninety multinational and local corporations participate in the Employment Fair. Around 70% of participating companies are returning participants, having joined at least one of the previous Fairs.

Companies registered in the Fair are assigned booths on the main campus gardens. As a guide for AUCians seeking employment, CAPS publishes an Employment Fair booklet which provides relevant information on the participating companies and current/future career opportunities. Corporate representatives are also encouraged to bring an ample supply of corporate material, such as brochures, annual reports, and application forms to be distributed to candidates. Interested students and alumni apply in person to company representatives at the Fair.

AUC Degree Programs

Undergraduate Degree
Bachelor of Accounting
Bachelor of Arts
Anthropology
Arabic Studies, with specializations in Arabic Literature & Middle Eastern History
Art
Economics
Egyptology
English and Comparative Literature
Journalism and Mass Communication, with specializations in Broadcast Journalism, Integrated Marketing Communication and Journalism
Middle East Studies
Modern History
Philosophy
Political Science
Political Science, with specializations in International Relations, Middle East Politics, Political Economy, Public & International Law
Psychology
Sociology
Theatre

Bachelor of Business Administration
Bachelor of Science
Actuarial Sciences
Biology
Chemistry, with specializations in Clinical Chemistry and in Industrial Chemistry
Computer Science
Construction Engineering
Electronics Engineering
Mathematics, with an option in Statistics and Data Analysis
Mechanical Engineering, with specializations in Materials and Manufacturing, Design and Industrial Engineering
Physics, with an option in Instrumentation

Graduate Degree
Master of Arts
Arabic Studies, with specializations in Islamic Art and Architecture, Arabic Language and Literature, and Middle Eastern History
Economics
Economics in International Development
English and Comparative Literature
International Human Rights Law
Journalism and Mass Communication
Middle East Studies
Political Science, with specializations in Comparative Politics, Professional Development, International Relations
Sociology-Anthropology
Teaching Arabic as a Foreign Language
Teaching English as a Foreign Language

Master of Business Administration
with concentrations in Accounting, Finance, Management, Management of Information Systems, Marketing & Operations Management

Master of Laws (LL.M.)
International and Comparative Law

Master of Public Administration

Master of Science
Computer Science
Engineering, with options in Construction Engineering, Design, Environmental Engineering, Industrial Engineering, and Materials and Manufacturing
Physics

Graduate Diploma
Computer Science
Economics in International Development
Engineering
European Studies
Forced Migration and Refugee Studies
Islamic Studies
Middle East Studies
Physics
Political Science
Teaching Arabic as a Foreign Language
Teaching English as a Foreign Language

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4:30 - 8:30 p.m.
AUC Main Campus

Early bird registration:
Wednesday, March 8, 2006

Deadline for registration
Wednesday, March 22, 2006
(depending on availability of space)
The office of Career Advising & Placement Services (CAPS) maintains updated employment records on AUC graduates. We would appreciate it if you would provide us with the exact names and titles of the AUC graduates who are employed by your firm. Please complete this form and return it at your earliest convenience to the CAPS office: P.O. Box 2511, Cairo 11511, Egypt - Fax: 20.2.797.5836.

### List of Employed AUCians

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<tr>
<th>Name</th>
<th>Position/Department</th>
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Company Name: ____________________________

Name: ____________________________

Title: ____________________________

Signature: ____________________________ Date: ____________________________
Our company would like to
- Recruit for current available vacancies (complete the job vacancies form providing all required information)
- Recruit for future vacancies (indicate hiring departments and required majors, in which you are interested, in the job vacancies form)
- Disseminate information about the company to AUC students and alumni (please note that priority will be given to companies providing vacancies to AUC graduates)

Company Name: 
Mailing Address: 

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<th>Area:</th>
<th>City:</th>
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<td>Zip Code:</td>
<td>Country:</td>
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Telephone: 
Fax: 
Corporate e-mail (to be included in the Fair’s booklet): 
Website: 

General Manager: 
HR Director: Name/Title: Mr./Ms.

**Contact Person Information (for CAPS use ONLY):**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mr./Ms.</th>
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<tr>
<td>Title:</td>
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Direct Tel.: 
Mobile: 
Email: 

**Company Profile**

Please send along copies of your corporate brochure, annual report, corporate CD and/or video tape to be placed in the office's Career Resources Library. Please limit your corporate profile to one paragraph of **20 lines maximum; profiles exceeding this limit will be edited.**

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Industry Classification: Please mark the CATEGORY within which your company should be listed.

- Accounting and Auditing
- Aerospace and Defense
- Art, Media, Communications, and Entertainment
- Banking, Investment and Financial Services
- Business Services (Market Research, Training and Development, and General Consulting)
- Construction/Contracting
- Education
- Electronics and Telecommunications
- Government/Diplomatic
- Healthcare
- Hospitality, Travel and Tourism
- Information Technology (Computer Hardware, Software and Services)
- Insurance
- Management Consulting
- Manufacturing (Automotive, Consumer Products, Ceramics, Textile, Ready Made Garments, etc.)
- Non-Profit/Development
- Oil, Gas, Petroleum, Energy and Utilities
- Chemical, Biotechnology and Pharmaceutical
- Real Estate
- Retail, Wholesale and Distribution
- Transportation, Shipping and Logistics
- Other: _____________________________

List of Company Representative(s):
Please list the name(s) and title(s) of company representative(s) attending the Fair. A maximum of 5 representatives are allowed per company. Names will be included in the Fair Booklet:

1. Name: Mr./Ms.  Title: 
2. Name: Mr./Ms.  Title: 
3. Name: Mr./Ms.  Title: 
4. Name: Mr./Ms.  Title: 
5. Name: Mr./Ms.  Title: 

Placement Policy Agreement
Placement Policy:
- Any company acting as a third-party recruiter will not be allowed to participate in the Fair.
- Companies who receive resumes for their own use during the Fair are prohibited from forwarding these resumes to any other company. Companies that fail to abide by this policy will be prohibited from participating in the university's future recruiting activities.

Placement Policy Agreement:
"I have read the above Placement Policy and ensure that the company representatives will adhere to the conditions contained therein. On behalf of the company, I agree not to refer any resume(s) or personally identifiable information received at the Employment Fair to any other party/employer."

Name: 
Position: 
Signature: 
(To be signed by the General Manager or the Human Resources Director)
Please include a descriptive summary of the vacant positions currently available at your company, or potential openings that would be listed in the Fair’s Booklet. If you have more than three vacant positions or you wish to add more information, please attach an additional **typed** sheet. Please indicate if a specific academic background is required (refer to the AUC Degree Programs list). **Your announced job description and qualifications section for each position should not exceed 20 lines.** If you don't have current job vacancies but are interested in meeting with potential candidates for future openings, we still request that you list the potential career opportunities and the required qualifications. Please note that the CAPS office maintains the right to edit your job ads according to the booklet style and will omit any information that does not comply with Equal Employment Opportunity compliance and Affirmative Action principles.

### Position 1

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<tr>
<th>Job Title:</th>
<th>Location (City/Country):</th>
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Job Profile:  

- [ ] Currently available position  
- [ ] Future potential vacancy

Qualifications:

- 
- 
- 
- 
- 
- 
- 
- 

Monthly Compensation: 

Working Hours: ___________________________  

Day(s) Off: ___________________________
Job Vacancies (continued …)

Position 2

Number of Vacancies Required: ❑

Job Title: __________________________ Location (City/Country): __________________________

Job Profile: ❑ Currently available position ❑ Future potential vacancy

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Qualifications:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Monthly Compensation: __________________________

Working Hours: __________________________ Day(s) Off: __________________________
## Job Vacancies (continued ...)

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<th>Position 3</th>
<th>Number of Vacancies Required:</th>
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<th>Location (City/Country):</th>
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<th>Future potential vacancy</th>
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<th>Monthly Compensation:</th>
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<th>Working Hours:</th>
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XYZ Corporation

Website: www.abccorp.com.eg
Ref. No.: 53
Location on-campus: Science Building Garden II

XYZ Corporation, 67%-owned by the French chemical giant CDE, is a leading manufacturer of specialty chemicals. Its polyamide unit makes yarns, fibers, and engineering plastics used in cars, apparel, and home furnishings. The company's consumer and industrial specialties chemicals are used in food, makeup, detergent, house paint, tires, metal treatment, agriculture, and oil field operations. XYZ Corporation has agreed to acquire MNO Industries; the addition would make the company the world's #1 producer of specialty phosphates.

COMPANY REPRESENTATIVES

- Mr. Siommon Clarks, Vice President
- Mr. David Marks, General Manager
- Ms. Michelle Francois, Human Resources Manager
- Mrs. Nicole Adams, Assistant Human Resources Manager

JOB VACANCIES

TECHNICAL SALES SUPERVISOR

Follow up and create new accounts for XYZ Corporation in the various application markets. Specific assignments would be given after the orientation/training period which would take place in Europe. Control the accounts commercially and technically: commercially in the sense of marketing and technically in the sense of conducting technical trials at the customer's premises. Supervise the performance of five technical representatives. **Requirements:** B.Sc. in Mechanical Engineering or Chemistry. Minimum 5 years of experience in multinational companies, preferably with manufacturing facility. Excellent communication and negotiation skills. Leadership and problem solving abilities. Exceptional team work skills. **Compensation:** L.E. 7000/month + commission. **Location:** Zamalek, Cairo, Egypt

MANAGEMENT TRAINEES

Graduates are recruited for management trainee positions which allow them to rotate among our various functional divisions (sales, marketing, and finance) for a duration of 12 months. After successful completion of the training and rotation period, the candidate is assigned to one of the corporate core business functions. **Requirements:** Successful applicants should have a university degree, high academic record with balanced extracurricular activities. Candidates should have teamwork abilities, problem solving, leadership, communication, and interpersonal skills. **Compensation:** L.E. 2200/month. **Location:** Zamalek, Cairo, Egypt

WORKING CONDITIONS

- Working hours: 9:00 a.m. - 5:00 p.m.
- Days off: Friday & Saturday
- Location: Zamalek, Cairo, Egypt

APPLICATION PROCEDURE

If interested, contact the company representatives at the Fair or apply on line.
### TERMS AND PROCEDURES

**Audio-Visual Displays**
- Video displays are limited to the booth premises with **NO SOUND** playing to avoid interrupting the discussions between candidates and employers in adjacent areas. Make sure to bring your own equipment, and coordinate with CAPS to arrange for required electrical connections.

**Booth Size/Structure**
- **Booth size:** Width 2.75m, Depth 1.85m, Height 2.25m.
- **Booth structure:** Companies are requested to abide by the booth size and format and are not allowed to bring their own structure to the event. **DOUBLE BOOTH AND CLASSROOMS ARE LIMITED TO EVENT SPONSORS.**
- **Booth content:** Each garden booth contains a 2m table with table cloth, 5 chairs, an electricity outlet, 2 spotlights and a sign with the company name on top.

### REGISTRATION TERMS

**Registration Fee for Garden Booth**
(Width 2.75m, Depth 1.85m, Height 2.25m)
- **Early Bird (by March 8)**
  - Companies Operating in Egypt: L.E. 2,250
  - Companies Operating Outside Egypt: US$ 500
- **Registration (March 9 - March 22)**
  - Companies Operating in Egypt: L.E. 2,500
  - Companies Operating Outside Egypt: US$ 550
- **Late Registration (effective March 23)**
  - Companies Operating in Egypt: L.E. 3,000
  - Companies Operating Outside Egypt: US$ 600
  - Depending on availability

**Event Sponsorship**
For details on sponsorship benefits and agreement, contact Ms. Maha Fakhry (Tel: 20.2.797.5748). Please note that sponsorship requests are on first-come-first-served basis.
- **Principal Sponsor**
  - Companies Operating in Egypt: L.E. 30,000
  - Companies Operating Outside Egypt: US$ 6,000
- **Associate Sponsor**
  - Companies Operating in Egypt: L.E. 20,000
  - Companies Operating Outside Egypt: US$ 4,000
- **Contributing Sponsor (classroom)**
  - Companies Operating in Egypt: L.E. 15,000
  - Companies Operating Outside Egypt: US$ 3,000
- **Contributing Sponsor (garden booth)**
  - Companies Operating in Egypt: L.E. 10,000
  - Companies Operating Outside Egypt: US$ 2,000

**TOTAL AMOUNT ENCLOSED**

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<th>L.E.</th>
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**PAYMENT IS MADE VIA**
- Check (payable to The American University in Cairo)
- Cash

### REGISTRATION PROCEDURE

To register, complete the Fair’s registration material and send it including the following:
- Registration Form
- Job Vacancies Form
- Terms and Procedures
- Registration Fee (check or cash)
- List of Employed AUCians

To speed up your registration procedure, please communicate your vacancies and required information via:
- Email as a MS Word attachment
- Online forms at www.caps.aucegypt.edu/efforms.html

Please note that your registration material will not be complete and will not be processed until all original forms are sent along with the required registration fee - as relevant - before indicated deadlines to:
- Ms. Evette Khair, Senior Recruitment Officer
- Career Advising & Placement Services
- The American University in Cairo
- Mailing address: 113 Kasr Al Aini Street, PO Box 2511, Cairo 11511, Egypt
- Office address: 5 Youssef El Guindi Street, third floor, #35, Cairo, Egypt
- tel: 20.2.797.5892  fax: 20.2.797.5836
- email: CAPS@aucegypt.edu  www.caps.aucegypt.edu