

# LSA Job Placement Service

The following provides an overview of the LSA Job Placement Services. If you have any questions, please contact David Robinson, Director of Membership and Meetings, at [drobinson@lsadc.org](mailto:drobinson@lsadc.org) or 202-835-1714.

## The Employer

- Submits a job listing and payment to the LSA Secretariat, ideally by October 30, 2008 to allow time to select candidates to be interviewed. Final deadline for job listing submission is 1 December, 2008.
- Provides the Secretariat by December 1, 2008 with the number of ½-hour time slots they would like to request for interviews at the meeting, along with preferred interview dates and times. Identifies candidates to be interviewed at the 2009 Annual Meeting, and informs Secretariat as soon as specific names are available.
- Brings three copies of any last-minute job listings to the Jobs Information Area at the Annual Meeting. If the institution has not already paid for another job listing, payment is due at this time.
- Stops by the Jobs Information Area, if desired, to pick up any applicant CVs which have been left for them.
- Reviews CVs submitted onsite and contact any applicant(s) they wish to interview.
- Contacts the Job Information Area to determine if interview room space if it is available. If it is not, arranges to meet applicant in other suitable space (hotel lobby, restaurant, etc.)

## The Applicant

- Scans job listings on the LSA web site or other sources.
- Agrees to be interviewed at the Annual Meeting, provided the employer will be using the Job Placement Service and wishes to interview the applicant.
- Stops by the Job Information Area to peruse the job listings binder, which lists all available job announcements, including those submitted onsite.
- Leaves copies of CV (with local contact information such as cell phone number or hotel room number) for those employers by whom the applicant would like to be interviewed.
- If contacted by an employer for an interview, follows up directly with the employer.

## The LSA Secretariat

- Accepts job listings for the Job Placement Service from employers through December 1, 2008, with an ideal preliminary deadline of 30 October 2008.
- Posts these listings weekly on the LSA web site; employers who will be conducting interviews at the Annual Meeting have their listing flagged as such.
- Arranges dates and times for interviews as notified by employers before the December 1, 2008 deadline. Attempts, but cannot guarantee, to fulfill employer requests for specific dates & times. Notifies applicants and employers of interview schedule by December 15, 2008 (later if specific candidates are not yet identified by the employer).
- Prepares three Job Listings Binders including all job listings submitted by December 1, 2008.
- At the Meeting, accepts last-minute job listings from employers and adds them to the Job Listings Binder.
- Accepts applicant CVs and places them in employers' binders.
- Passes CVs on to employers who request them.
- Schedules meeting space, if available, for interviews arranged onsite.

**LSA 83rd Annual Meeting  
8-11 January 2009  
San Francisco, California**

**Job Placement Service – Employer Job Listing Form**

**Institution Information**

Please check **one**.

\_\_\_\_\_ We will interview at the 2009 Annual Meeting in San Francisco.

\_\_\_\_\_ We will not interview at the 2009 Annual Meeting, but we will collect CVs at the Job Information Center adjacent to the registration area.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Job Opening Information**

1. Institution: \_\_\_\_\_

2. Position: \_\_\_\_\_

3. Please send your job announcement **by October 30, 2008** (to allow 30 days to select candidates to be interviewed) as a .pdf or Word attachment to David Robinson, Director of Membership and Meetings, at [drobinson@lsac.org](mailto:drobinson@lsac.org). Final deadline is 1 December 2008.

4. **By December 1**, please provide the number of 1/2-hour time slots you wish to have reserved for interviews at the Annual Meeting to David Robinson, Director of Membership and Meetings, at [drobinson@lsadc.org](mailto:drobinson@lsadc.org). If the names of specific candidates are not available at this time, please provide them as soon as possible.

Announcements submitted after October 30<sup>th</sup> will still be included on the web site and in the Job Listings Binder, but note that December 1 is the final deadline for requesting time slots for interviews at the Meeting. Space for interviews arranged at the Meeting will be limited, and will be made available strictly on a first-come first-served basis.

The fee for a job listing is \$125 per institution. This covers: placement of ad on the web site, inclusion of ad in Job Listings Binder available to applicants at the Meeting, private space for candidate interviews, and assistance with scheduling of interview space on-site. In the case of job ads submitted after the December 1 deadline, the \$125 fee will be charged if the employer is not already listing a position or positions with the Job Placement Service.

**Payment**

Please select **one** option.

1. MasterCard \_\_\_ VISA \_\_\_ Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ VIN Number (3-digit number on back of card) \_\_\_\_\_

Name on Card \_\_\_\_\_

Address to which Credit Card Bill is sent \_\_\_\_\_

2. Please send invoice to: