

ACJS 2025 EMPLOYMENT EXCHANGE

The ACJS Jim Ruiz Employment Exchange (EE) Program is a structured venue where ACJS members and hiring institutions and agencies may connect to exchange information on the open position and the job candidates' expertise. Located in Governor's Square 15, Plaza Concourse Level, the EE will open on Wednesday, March 12, 2025, from 1:00 pm to 5:00 pm. On Thursday, March 13, the EE will open from 9:00 am to 5:00 pm. On Friday, March 14, the EE will open from 9:00 am to 2:00 pm. The EE will not be open on Saturday.

In keeping with the desire to go green, it is no longer acceptable to send hard copies of position announcements or candidate vita. The EE will provide laptops containing "Job Openings" as well as "Job Candidates" to accommodate ACJS EE attendees. Hiring institutions whose representatives will attend the annual meeting need to send both 1) full announcement and 2) brief description of the position (for "position-at-a-glance"; see below for details) to JLee@psu.edu. Job candidates need to send their C.V. as an attachment to JLee@psu.edu.

There is no cutoff date; the EE will maintain a rolling enrollment. However, for best results, institutions or persons wishing to post to the EE are advised to email the announcement or listing at least one week prior to the Annual Meeting. Submissions will continue to be accepted by bringing the announcements or candidate CV to the EE on a flash drive. Those working in the EE will be happy to copy announcements and candidate listings to the proper set of laptops.

Please note that ACJS EE Program is separate from ACJS Career Center service and is **for registered attendees during the annual meeting only**. Institution representatives whose position announcements are not on Career Center bulletin board are welcome to come to ACJS EE and post their announcement during the annual meeting.

Along with the position announcements, hiring institutions are recommended to submit **brief summary memos**, called "position-at-a-glance," containing 1) school/agency name 2) specialty areas (e.g., policing, theory, corrections, generalist), 3) position type (e.g., instructor, tenure-track assistant, associate), and 4) contact information of the representative who is available during the ACJS Annual Meeting. The EE will organize the memos and beam them on a wall screen using a projector. Job candidates will be advised to glance at it for a quick reference.

Hiring institution representatives should **bring their own table banner**. The banners should be in an acceptable fashion without 1) poor graphic design, 2) overwhelming colors with unidentifiable school names, or 3) nothing but acronyms of the institution. Institutions are asked to be conscientious and check with their own faculty members before bringing a banner to the EE program. Institutions have been asked to determine in advance their interview schedule (i.e., who will be available on what days and at what times). Interview sign-up sheets will be made available for posting on a self-service basis.

Thank you for your interest in Employment Exchange.

Jonathan Lee, Ph.D.
Chair of ACJS Employment Exchange Program
School of Public Affairs, Penn State Harrisburg