



August 2022

NATIONAL CAREER CONFERENCE REIMBURSEMENT STIPEND AWARD FOR JENKINS MBA STUDENTS

Attending a national career conference can be especially beneficial for certain students when it comes to landing a full-time job or internship. National career conferences are especially beneficial to MBAs who want to interact with employers who may not visit NC State's campus but will be at one of the career conferences. Additionally, most national career conferences are extraordinary professional development opportunities, networking opportunities and community-building opportunities.

MBA conferences usually require participants to pay a few hundred dollars to register, plus the cost of staying at the hotel where the conference takes place and travel. The CMC recognizes that the cost of attending may be an obstacle for some students. The Poole College of Management (PCOM) will offer a REGISTRATION FEE reimbursement stipend up to \$250 for eligible Jenkins MBA students.

Eligibility Requirements

Before issuing a National Diversity Career Fair registration stipend to a student, The Poole College of Management first assesses each student's eligibility for reimbursement.

To be eligible for reimbursement, students must meet several criteria pertaining to their academic standing and career search readiness. These requirements include:

1. The student must be actively seeking an internship or full-time employment at the time of the conference
2. The student must be in good academic standing (not on academic probation), and in good standing in accordance with NC State University's Student Code of Conduct
3. The student must have an "approved" resume on file in 12Twenty
4. The student must have completed an initial career advising appointment and required mock interviews before attending the conference
5. The student must have submitted a list of target companies to their career coach before attending the conference



Reimbursement Submission Instructions

After the student ensures they are eligible for a National Diversity Career Fair registration reimbursement (see Eligibility section above), they can complete this Google Form to initiate the reimbursement process. To be reimbursed, the student must

1. Complete a Payment Request Memo - Award form for the Poole College of Management Office of Business Services
2. Complete a PARTICIPATION, LIABILITY WAIVER, AND INDEMNIFICATION AGREEMENT
3. Submit a copy of the registration receipt

IMPORTANT: the reimbursement stipend process should be completed within two weeks of travel, and once submitted can take up to 30 days to process.