



## Office of Career Services

### Mailing & Shipping Procedures

The Office of Career Services at Fayetteville State University is here to assist you, our Corporate Partners in the shipping of your marketing and recruiting collateral and ask that you adhere to the following to ensure your shipment is handled according to your needs.

#### *Shipping material to the Office of Career Services:*

- Send an email to Marquita T. Smith at [mtsmith@uncfsu.edu](mailto:mtsmith@uncfsu.edu) for notification of mailed materials at least 2-3 days prior to your arrival
- All items such as shipping containers, boxes and envelopes need to be addressed as follows:

**Fayetteville State University**  
**Attn: Office of Career Services**  
**1200 Murchison Rd.**  
**School of Business & Economics, Suite 230**  
**Fayetteville, NC 28301**  
**(910) 672-1098**

- We will contact the appropriate recruiter upon receipt of shipment

#### *Shipping material back to you:*

- Employers will be responsible for contacting the courier of their choice to pick up the materials prior to departing the University. Please ensure that you have completely filled out the shipping label according to your needs.
- Employers will be responsible for ensuring that the courier knows when and where to pick up the materials and the Office of Career Services will send you an email confirming the pickup of your shipment.

Please address all questions to Marquita T. Smith, Administrative Associate at (910) 672-1098 or [mtsmith@uncfsu.edu](mailto:mtsmith@uncfsu.edu).