



Spring 2017 Educator Job Fair

Monday, April 3, 2017

9 a.m. – 12 p.m. – Fair

1 p.m. – 5:00 p.m. – Interviews

Event Location: UTSA 1604 Main Campus

Building Location: HEB Ballroom

AGENDA

8:00am	Employer Registration & Booth Set-up
8:30am	Continental Breakfast
9:00am-12:00 pm	Educator Career Fair opens to UTSA Student-Teachers and Alumni
10:00am-12:00pm	Educator Career Fair opens to non-UTSA Teachers
12:00pm	Fair Closes/Lunch for school districts staying to conduct afternoon interviews
1:00pm	Student interviews begin
5:00pm	Interviews conclude

Educator Career Fair Checklist

1. Confirm Attendants

Provide the number of attendees along with their name and email address for each individual to Meghan.Murray@utsa.edu.

2. Post a Job

To maximize your exposure to UTSA students, we encourage every employer to post a job before the career fair. If a job has already been posted please contact Meghan.Murray@utsa.edu to confirm the posting has been linked to your company. If you have not created a job and would like to, please refer to "Post Job Vacancies" under *Employer Services* on page 6.

3. Meal Accommodations

Please note that lunch will only be provided to recruiters who will be conducting interviews after the fair. Please email Meghan.Murray@utsa.edu regarding vegetarian or gluten free meals by Tuesday, March 28.

Shipping:

You may ship your exhibitor material prior to your arrival in care of:

- Attn: Fall 2016 Educator Job Fair
UTSA Central Receiving
One UTSA Circle
San Antonio, TX 78249-0665

Please notify Meghan.Murray@utsa.edu that materials are being shipped and the number of packages. Shipments must arrive by Friday, March 31, 2017. For additional information please contact **Meghan Murray at (210) 458-4769.**

Return Shipping:

Organizations are responsible for making *advance arrangements with carriers* for the return shipping of display materials. Attach the necessary air bills to your materials and arrange for pick up on **Tuesday, April 4, 2017. Please use the address below when calling carriers for pick-up:**

- **UTSA Central Receiving**
One UTSA Circle
San Antonio TX 78249-0686
Phone # (210) 458-4016
- **FEDERAL EXPRESS - (800) 463-3339**
- **UPS - (800) 742-5877**
- **AIRBORNE EXPRESS - (800) 247-2676**
- **DHL - (800) 225-5345**

***The University Career Center will not assume responsibility for lost or misplaced items.**

Displays:

Six foot tables will be provided to employers. Please keep in mind that you will not be able to hang any signs, banners or promotional materials behind your table. **Floor and tabletop displays only please.**

FREE ADVERTISING OPPORTUNITY!

You are invited to send us one or two PowerPoint slides with your company logo and any message to students (job openings, majors of interest, etc.). Advertisements will run on two large screens throughout the career fair. Please e-mail slides to Meghan.Murray@gmail.com by Wednesday, March 29, 2017.

Hotels:

Staybridge: (210) 691-3443 • 6919 N Loop 1604 West, San Antonio, TX 78249
Drury Inn & Suites near La Cantera: (210) 696-0800 • IH-10 West San Antonio, TX 78249
La Quinta Inn Fiesta: (210) 696-0100 • 5622 Utex Blvd. San Antonio, TX 78249
Comfort Inn-Fiesta Park Area (210) 696-4766-6755 • N Loop 1604 W San Antonio, TX 78249
Wyndham: (210) 690-0300 • 6809 North Loop 1604, San Antonio, TX 78249
Courtyard Six Flags at The Rim: (210) 558-7774-5731 • Rim Pass Dr, San Antonio, TX 78249
Omni Hotels: (210) 691-8888-9821 • Colonnade Blvd, San Antonio, TX 78232
Best Western: (877) 574-2464 • 13535 IH 10 West San Antonio, TX 78249

DRIVING & PARKING DIRECTIONS

We strongly encourage you to carpool due to the limited availability of parking on campus.
**** Please pull a green ticket and show this ticket to a UCC Staff member upon check-in so that you can be provided with a Barcode Validation that will be used to pay for your parking before you exit the garage.**

Enter UTSA from IH-10 via UTSA Blvd:

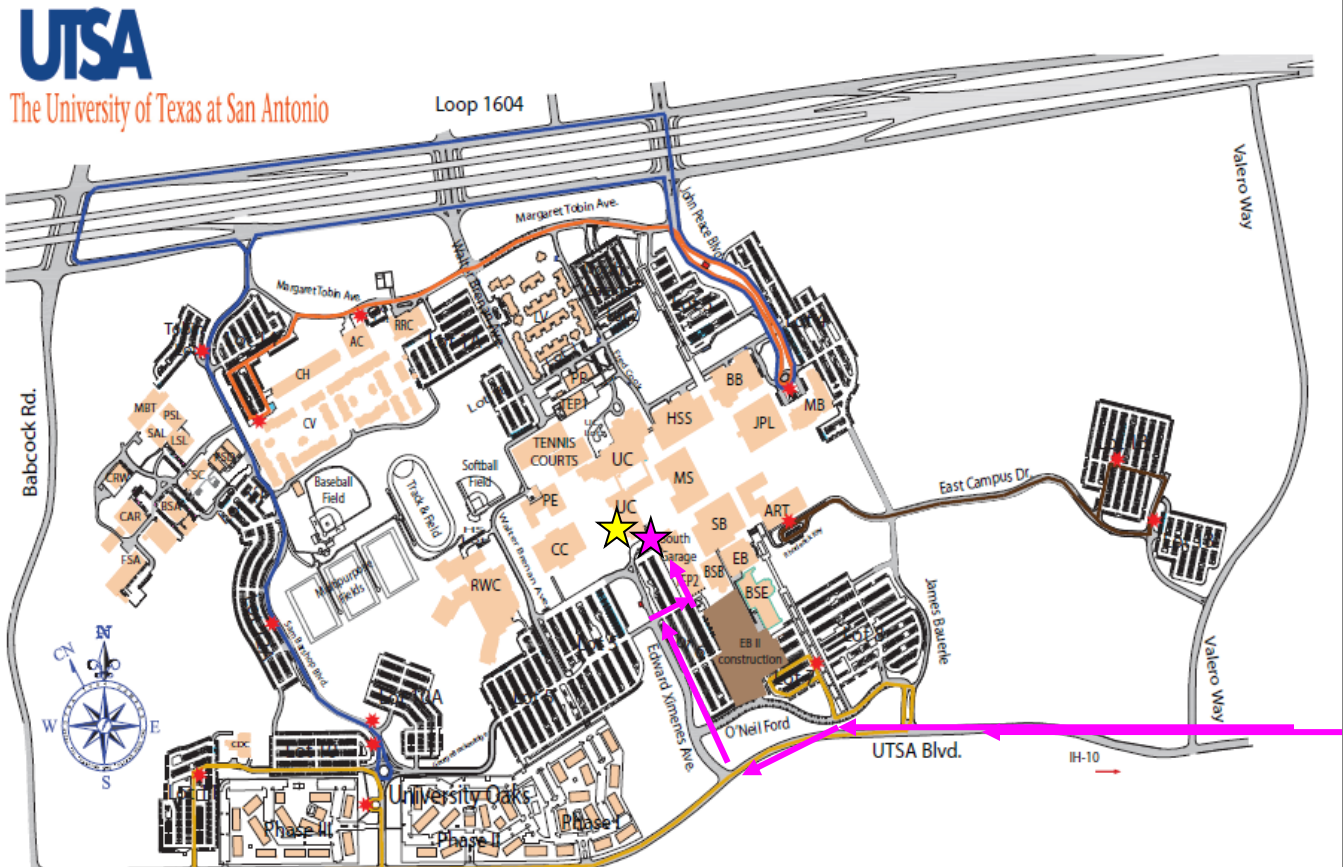
1. Exit UTSA BLVD (exit number 557) off of IH-10. Westbound drivers turn left over bridge. Eastbound drivers turn right onto UTSA Blvd.
2. Continue on UTSA BLVD- the third stoplight will be Edward Ximenes Ave.
3. Turn right on Edward Ximenes Ave.
4. **If you are dropping off packages:** at the stop sign, go right. Look for the UTSA Career Center tent to drop off your table material. They will direct you to the parking garage.
5. **If you are not dropping off packages:** Turn right at the stop sign before visitor booth.
6. Take an immediate left into the first aisle of the parking lot.
7. Proceed to park in the Ximenez Parking Garage.

Please see attached map for details.

PLEASE NOTE: THE UNIVERSITY CAREER CENTER IS UNABLE TO REVERSE PARKING TICKETS.

★ HEB Ballroom/Drop off

★ Ximenez Parking Garage



Event Parking Instructions

1. Stop at the parking entrance and pull a green parking ticket at the entrance.



1. Bring your Green Parking ticket with you to the Employer Check-In Desk

3. Show a Career Center staff member your green parking ticket at the Employer Check-In Table where you will be given a Barcode Validation Card.

4. Keep both your green parking ticket and your Barcode Validation Card. You will need both to exit the garage.

To Exit the Garage

1. Use the following instructions to use your Barcode Validation Card.

Important –Your card will be loaded to cover the full amount of your parking for the event.

Barcode Validation Instructions



Note: Barcodes cannot be scanned at the garage gates.

PAY STATION INSTRUCTIONS

1. Before returning to your vehicle, visit a pay station in the garage.
2. Insert your ticket.
3. Scan your barcode. The scanner is located on the side of the pay station.
4. The preloaded barcode amount will deduct from your total.
5. Make payment for any remaining charges and follow the instructions on the machine.

BARCODE VALIDATION CARD EXAMPLE



CASHIER INSTRUCTIONS

1. Before returning to your vehicle, visit a cashier in the garage.
2. Provide your barcode and your ticket.



QUESTIONS OR CONCERNS?

visitorparking@utsa.edu
210-458-7275

2. Insert your green parking ticket at the kiosk when you are exit the garage.

EMPLOYER SERVICES

Post Job Vacancies

The UTSA University Career Center RowdyJobs system provides employers with an opportunity to post full-time, part-time and internship opportunities for students and alumni, free of charge. It enables you to manage postings online from the convenience of your office. To post positions on RowdyJobs go to <http://careercenter.utsa.edu/employers/> or contact Victoria Tesillo at (210) 458-4588 or victoria.tesillo@utsa.edu.

Table Recruiting

Spend time on campus promoting your job opportunities to students on their way to classes. The University Career Center will arrange for you to have a table in a high traffic area of the campus to ensure maximum visibility for your recruiting team. You may distribute your company job applications or collect resumes in addition to promoting your company or organization. For more information, contact Regina Gomez, Recruiting Coordinator, at 210-458-4593 or Regina.Gomez@utsa.edu.

Information Sessions

Do you want to develop interest in your company? Schedule an information session to present an overview of your company with PowerPoint, video, slides, etc. The University Career Center will assist with marketing your event to the student body and alumni. For more information, contact Regina Gomez, Recruiting Coordinator, at 210-458-4593 or Regina.Gomez@utsa.edu.