



Recruiter Handbook

Why UTSA?

The mission of the UTSA University Career Center is to assist students and alumni in identifying and developing the skills necessary to pursue lifelong career goals.

Did you know...

- UTSA has 3 campuses: Main, Downtown and the Institute of Texan Cultures
- [College of Education & Human Development](#) is the leading provider of educators in the San Antonio area – secured \$13 million in funding from the U.S. Agency for International Development to provide \$5 million worth of books to 1,000 elementary schools in Malawi.
- [College of Business](#) is the largest undergraduate business school in the UT-System and is nationally ranked by *Princeton Review*, *BusinessWeek* and *Hispanic Business*.
- [College of Engineering](#) hosted the North American Energy Summit, which brought energy leaders and policy makers from around the world to San Antonio.
- [College of Liberal & Fine Arts](#) ranked second in the UT System for external research funding in arts, humanities, and social sciences.
- [College of Public Policy](#) is one of the top five certifying institutions in the U.S. for Non-Profit Leadership Alliance, a program that brings together universities, non-profit organizations and community partners to prepare professionals to lead non-profit organizations.
- [College of Architecture](#) ranks first in the nation in awarding degrees to Hispanic students, according to the Hispanic Outlook in Higher Education Magazine.
- [College of Sciences](#) collaborates with other leading research institutions such as Southwest Research Institute. Since 2005, UTSA and Southwest Research Institute have maintained a joint doctoral program focusing on space physics.

Total Student Enrollment

College	Fall 2015
Architecture	790
Business	5,708
Education and Human Development	5,031
Engineering	3,306
Liberal & Fine Arts	5,909
Public Policy	1,411
Sciences	4,969
University College	1,639
Other Area	196
Total	28,959

Student Diversity

Enrollment by Ethnicity	Number	Percentage
International	1,166	4.0
Hispanic	14,896	51.4
White	7,447	25.7
African-American	2,523	8.7
Asian	1,5174	5.2
American Indian	454	0.2
Other	1,365	4.8
Total	28,959	100

Recruiting Options

The UTSA University Career Center abides by the NACE (National Association of Colleges & Employers) Principals for Professional Conduct for University Career Center and Employment Professionals. To view our policies regarding recruitment, please visit our website.

Handshake

The University Career Center Handshake on-line job bank provides employers with an opportunity to post full-time, part-time and internship/co-op opportunities for students and alumni, *free of charge*. It enables you to manage your job postings on-line from the convenience of your office. Contact the Handshake Coordinator for additional information at 210.458.4588.

Resume Searches

Search Handshake for student and alumni resumes which meet your targeted skill requirements. Perform resume searches by majors, GPA, student classifications or other qualifiers.



Table Recruiting

Promote your job opportunities to students on the Main and Downtown campuses. The University Career Center Recruiting Manager 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 company job applications or collect resumes in addition to promoting your organization.

Customized recruiting Event

Promote your job opportunities and interview students on both campuses in a span of a recruiting day or over a series of days. The University Career Center Recruiting Manager will arrange for you to have a table in a high traffic area of the campus to ensure maximum visibility for your recruiting team. Then, when you meet qualified candidates, the student(s) can be interviewed in the interview room to delay any time in the recruiting process.

For details of this recruiting effort, contact the Recruiting Manager.

UTSA is a **tabacco-free campus**, please review the new campus policy at www.utsa.edu/hop/chapter9/9-36.html.

Recruiting Options

Information Sessions

Schedule an information session to present an overview of your organization with PowerPoint, video, slides, etc. The University Career Center will assist with marketing your event to the student body and alumni.

*****New for Recruiting*****

Cancellation / No-Show Policy:

Cancellations made less than 3 business days prior to event will incur a \$50 fee cancellation fee. No-shows will automatically be charged a \$50 no-show fee.

Payments can be made by credit card (*Visa, Mastercard and American Express only*) or check.

On-campus interviews

The University Career Center provides private interview rooms and coordination of the scheduling process to assist you with candidate selection. We offer three types of interview schedules: *Pre-Select, Open & Room Only*. One advantage of setting up an on-campus interview schedule is the posting can be set to screen applicants for specific criteria such as: *applicant type, GPA requirements, graduation date ranges, classifications, degrees and majors*.

Pre-Select

Interested students who meet all your minimum qualifications will apply via Handshake. All resumes submitted by applicants will be available for review 2 weeks prior to the interview date. You will have 5 days to make candidate selections on-line. Based on your selections, students will automatically be notified via email as to their interview status. Those who are accepted to interview, can begin signing up for a timeslot on a first-come-first-serve basis up to 7 days prior to the interview date. For any questions on this process, contact the Recruiting Manager at 210.458.4593.

Open

Interested students who meet your minimum qualifications as set by your company, are automatically allowed to sign-up on the interview schedule.

Room only

The University Career Center provides accommodations for employers seeking a location to conduct interviews. Interview scheduling is handled between the employer and UTSA students. An interview room must be reserved through the Recruiting Manager no later than 1-week before the desired interview date.

Career Fairs & Events

Introduce your company or organization to UTSA students and alumni at Career Fairs and Expos. These events are ideal for recruiting UTSA students, prospective graduates, and alumni from diverse academic and employment backgrounds for your full-time degreed, part-time and internship/co-op opportunities.

Fall 2017

August

11 | Career Conference

September

7 | Part Time Job Fair

18 | Veteran & Graduate Students
Networking Mixer

19 | S.T.E.M. Career Fair

19 | All-Majors Career Fair

November

8 | Educator Job Fair

December

7 | Employer Forum and
Appreciation Luncheon

Develop Campus Branding

The University Career Center invites you to participate in a variety of events to meet your current needs. The benefits of participating include: *branding your organization on-campus, student awareness of career options, contribute to the professional development of students in your industry, and network with students.*

Group Mock Interviews

The job interview can be one of the most challenging parts of the job search process. In order to help students better prepare, we are seeking employers who would like to share their interviewing expertise by facilitating mock interviews with students. Mock interviews will be conducted in a round-table setting with up to six students.

You will:

- ✓ Participate in a 15 minute overview prior to the event.
- ✓ Be provided with suggested interview questions.
- ✓ Have the opportunity to provide immediate feedback to students.
- ✓ Network with students and provide information about your organization.

We guarantee that you will find this to be a rewarding experience.

Student Walk-Ins

How would you like to give students feedback on resumes, interviewing, or career options? Walk-in hours are 1:00 pm - 4:00 pm every day. A diverse range of students come into the Career Center during walk-in hours to receive advice from industry experts.

Career Fair Prep Days

Prior to our career fairs and expos, several days are set aside for targeted professional development activities for students. Employers are encouraged to take part in these events to prepare students for our fairs and expos. These are opportunities to provide students with the skills they need to be successful. The prep days address a number of topics including: resume writing, interviewing techniques, networking, and career fair prep.

Become a Career Mentor

UTSA's Career Mentor Network is an on-line network that provides an opportunity for students to receive career advice from professionals in their field of interest. Our goal is to provide practical information about career options, employment conditions and job responsibilities.

LinkedIn Presence

With the increasing trend of virtual and social media recruiting, students are learning to use LinkedIn to find companies actively hiring, connect with recruiters, and learn about career opportunities with them. Take advantage of the already established LinkedIn group called: "UTSA Career Center Virtual Networking Lounge" and join over 850 students, alumni, and other employers with the purpose to connect our UTSA students with alumni and employers interested in hiring. You can also post current job opportunities in the job postings section.

Develop Campus Branding

Dining Etiquette Workshop

Table manners and dining etiquette play an important part of making a favorable impression and are often essential for professional success. Our students often do not understand the basics of dining out, let alone fine dining. This dinner provides an opportunity for our students to learn the art of fine dining and to understand and appreciate the protocol of business etiquette.

As a table host, you will be invited to sit at a table with seven students. Table hosts will also be recognized in advance publically and in the event program. We will also make every attempt to seat majors of your choice at your table. Please consider this unique opportunity to assist in the professional development of our young people. There are not many chances for students to experience and develop their fine dining ability during college; yet it is an invaluable, lifelong skill.



Professional Etiquette Dinner

Only Spring Semester

Register for this event on Handshake or contact the Events Manager.

Student ORGANIZATIONS

Many student organizations seek employers as guest speakers at their meetings or to be sponsors for events. So why not reach out to them through this unique opportunity? Contact registered student organizations by viewing the student organization directory at

<http://utsa.collegiatelink.net/organizations>.



Planning your trip to UTSA!

Parking Information

Directions to Main Campus: From IH-10, exit UTSA Blvd. (#557). Continue through three lights. Turn right at the 3rd stoplight at Edward Ximenes Ave. and you will see the Ximenes Parking Garage on your right. Parking is \$2.00 per hour and is paid at the garage cashier with cash or credit card. Be sure to take your parking ticket with you so you can pay when you complete your visit to campus.

Lodging Information

****Choice Hotel****

Wyndham Garden San Antonio La Cantera
(210)690-0300
6809 N Loop 1604 W, San Antonio, Texas 78249
(provides shuttle transportation to UTSA Main Campus)
Ask for Special UTSA Rates

Other Lodging near Main Campus

[Staybridge Suites](#)

(210) 691-3443
6919 North Loop 1604 West, San Antonio, TX
78249
(provides shuttle service to UTSA)

[Drury Inn & Suites near La Cantera](#)

(210) 696-0800
15806 IH-10 West, San Antonio, TX 78249

[Best Western Fiesta Inn](#)

(877) 574-2464
13535 IH-10 West, San Antonio, TX 78249

[La Quinta Inn & Suites San Antonio Fiesta TX](#)

(210) 696-0100
5622 Utsa Blvd., San Antonio, TX 78249

Other Lodging Near Downtown Campus

[Doubletree Hotel San Antonio Downtown](#)

(210) 366-2424
502 W. Cesar E. Chavez, San Antonio, TX
78207

[La Quinta Inn San Antonio Market Square](#)

(210) 271-0001
900 Dolorosa St., San Antonio, TX 78207

Get Connected



By joining either NACE, SoACE, SACUCCA or any other professional association, you will be connected to a group of people and other organizations of similar interests. These professional associations provide a broad cultural and geographical diversity at a large number of institutions, especially Hispanic Serving Institutions (HSI) that are dedicated to promoting the highest level of professional standards to students and the institution.

You will be able to participate in professional development and networking opportunities through annual conferences, webinars and or events at local campuses. Along with your peers, you will be able to identify career trends, issues, challenges and opportunities for your profession at the local, state and national level.

Friend the University Career Center!



www.Hireroadrunners.com

Career Center Staff

UTSA UNIVERSITY Career Center

Director

Audrey Magnuson

audrey.magnuson@utsa.edu

Associate Director, Technology Services

Yvonne Gonzalez

yvonne.gonzalez@utsa.edu

Assistant Director, Employer Relations

Otis "Scotty" Scott

otis.scott@utsa.edu

Assistant Director, Career Dev. and College Relations

Karen Ivy

karen.ivy@utsa.edu

Assistant Director, Professional Dev. And Diversity

Lorrenza Vandiver

Lorrenza.vandiver@utsa.edu

Program Development Manager

Morris Ellington

morris.ellington@utsa.edu

Alumni, Career Counselor

Bennett Grey

bennett.grey@utsa.edu

College of Architecture, Career Counselor

Michael Zucker

Michael.zucker@utsa.edu

College of Business, Career Counselor

Veronica Rodriguez

Veronica.rodriiguez3@utsa.edu

College of Business, Career Counselor

Mysti Frazier

Mysti.frazier@utsa.edu

College of Engineering, Career Counselor

Abreeta Bonner

abreeta.bonner@utsa.edu

Freshman & Undecided, Career Counselor

Heidi Sawyer

heidi.sawyer@utsa.edu

College of Liberal & Fine Arts, Career Counselor

Martin Saenz

martin.saenz@utsa.edu

College of Liberal & Fine Arts, Career Counselor

Sara Goede

Sara.goede@utsa.edu

College of Education & Human Development, Career Counselor

Michael Zucker

michael.zucker@utsa.edu

College of Public Policy, Career Counselor

Dionne Davila

dionne.davila@utsa.edu

College of Sciences, Career Counselor

Tara Ryan

Tara.ryan@utsa.edu

Experiential Learning Program Coordinator

Rachael Fletcher

rachael.fletcher@utsa.edu

Program Manager On-Campus Recruiting

Regina Gomez

regina.gomez@utsa.edu

Handshake Coordinator

Victoria Tesillo

victoria.tesillo@utsa.edu

Events Manager

Ashleigh Dinkins

ashleigh.dinkins@utsa.edu

Administrative Officer II

Marcela Cabello

marcela.cabello@utsa.edu

Welcome Desk Supervisor

Lisa Ojeda

lisa.ojeda@utsa.edu

Administrative Associate II Employer Relations

Michelle Fahlgren

michelle.fahlgren@utsa.edu

hireroadrunners.com

210.458.4589

careerservices@utsa.edu

This handbook was designed and compiled by Regina Gomez.