Fall 2019 Part Time Job Fair
Wednesday, September 4, 2019
9:00 a.m. – 1:00 p.m.

Event Location: UTSA 1604 Main Campus
Building Location: UTSA Student Union 1st and 2nd Floor

AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:00 am</td>
<td>Employer registration &amp; booth set-up</td>
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<tr>
<td>9:00 am</td>
<td>Summer Jobs Fair open to students</td>
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<tr>
<td>11:15 am-12:15 pm</td>
<td>Lunch is available. Job Fair is still open to students.</td>
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<tr>
<td>1:00 pm</td>
<td>Summer Jobs Fair concludes</td>
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Part-time Job Fair Checklist

1. Confirm Attendants
   Provide the number of attendees along with their name and email address for each individual to melissa.ramirez@utsa.edu. This allows us to communicate with the representatives should any changes occur. Please note that due to crowd control issues, organizations bringing four or more recruiters at a time are required to register for a Double Booth.

2. Post a Job
   To maximize your exposure to UTSA students, we encourage every employer to post a job at least two weeks before the career fair. If you have not created a job, please refer to “Post Job Vacancies” under Employer Services on page 6.

3. Meal Accommodations
   Lunch is provided to all employers who attend the Summer Jobs Fair based on their booth registration. Should you need extra lunch tickets or have recruiters who require vegetarian or food allergy free meals, please email Melissa Ramirez at melissa.ramirez@utsa.edu by Wednesday, August 21.
**Shipping:**
Please CLEARLY MARK your shipped packages with your company name. It will make it easier for us to sort them and get them delivered to your booth the day of the event. You may ship your exhibitor material prior to your arrival in care of:

- **Attn:** Fall 2019 Summer Jobs Fair
  UTSA Central Receiving
  One UTSA Circle
  San Antonio, TX 78249-0665

Please notify melissa.ramirez@utsa.edu that materials have shipped and the number of packages we should expect from you. Shipments must arrive by Friday, August 30. For additional information, please contact Melissa Ramirez 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 *Thursday, September 5*. 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:**
Employers with a single booth receive a six-foot table and two chairs. Employers with a double booth receive two six-foot tables and four chairs. **Floor and tabletop displays only please.** Please contact our office if you have any large signs or display materials.

**Hotels:**
- **Staybridge:** (210) 691-3443•6919 N Loop 1604 West, San Antonio, TX 78249
- **Drury Inn & Suites near La Cantera:** (210) 696-0800-15806•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
We strongly encourage you to carpool due to the limited availability of parking on campus. If the garage is full, you will be directed to another location on campus.

**Please pull a ticket at the garage entrance and show it to a UCC Staff member upon check-in so that we can provide you with a Barcode Validation that will be used to pay for your parking before you exit the garage.**

Enter UTSA from Westbound IH-10 via Loop 1604

1. Exit 1604 W. at La Cantera Parkway and make a left under 1604, entering campus from the north onto John Pease Boulevard. (Note – Do NOT take the I-10 Exit to UTSA Boulevard, as this is the south entrance of the campus).
2. Go around the roundabout (Circle), and take the first exit (the first exit is the first right turn on to Tobin Avenue).
3. Make a left at Cook Road.
4. **If you are not dropping off packages**, turn left into the Tobin Garage
5. **If you are dropping off packages**, go past the main entrance to the Tobin Garage. Take the second right and pull up to the roundabout circle in front of the UTSA Student Union. Look for the orange tent and Career Center Staff in orange polo.
6. Proceed to park in the Tobin Parking Garage and make your way to the UTSA Student Union.

*Please see attached map for details.*

**PLEASE NOTE: THE UNIVERSITY CAREER CENTER IS UNABLE TO REVERSE PARKING TICKETS.**
Event Parking Instructions

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

2. Bring the Parking ticket with you to the Employer Check-In.

3. Show a Career Center staff member the parking ticket and you will receive a Barcode Validation Card.

4. Keep both the parking ticket and the Barcode Validation Card. You will need both 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.

**CASHIER INSTRUCTIONS**

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

**To Exit the Garage**

2. Insert the parking ticket at the kiosk when you are exiting the garage.
EMPLOYER SERVICES

Post Job Vacancies

The UTSA University Career Center Handshake platform 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 Handshake go to https://careercenter.utsa.edu/employers/jobinternships/ 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 Manager, 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 Manager, at 210-458-4593 or Regina.Gomez@utsa.edu.