Fall 2019 Educator Job Fair  
Monday, November 4th 2019  
Fair: 9:00am – 11:00am and Interviews: 12:00pm – 4pm

Event Location: UTSA 1604 Main Campus  
Building Location: HEB Ballroom 1 & 2

AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:00am</td>
<td>Employer Registration, Booth Set-up, &amp; Continental Breakfast</td>
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<tr>
<td>9:00am</td>
<td>Educator Job Fair opens</td>
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<tr>
<td>11:00am</td>
<td>Educator Job Fair closes and booth breakdown begins for those not interviewing</td>
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<tr>
<td>11:00am</td>
<td>Lunch becomes available for organizations that purchased lunch tickets</td>
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<td>(can be picked up at your convenience)</td>
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<tr>
<td>12:00pm</td>
<td>Student interviews begin</td>
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<tr>
<td>4:00pm</td>
<td>Student Interviews conclude</td>
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Career Fair Checklist

1. **Interviewing the Day of the Fair:**  
   Please let melissa.ramirez@utsa.edu know if you already know your school district will be conducting interviews the day of the fair. If you are not sure if you will be staying or need to wait for the day of the fair, let us know that as well. **Please email by October 29.** This will give us time to accommodate all interviews requested. Interviews will be held in the same location.

2. **Meal Accommodations**  
   **Please note that lunch is ONLY provided to recruiters whose district purchased lunch tickets.** Other food options are available on campus for recruiters without lunch tickets, at their own cost. Please email melissa.ramirez@utsa.edu the names of the recruiters who require vegetarian or food allergy free meals by **Tuesday, October 22.**

3. **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 and would like to, please refer to “Post Job Vacancies” under **Employer Services** on page 6.

Notes for Career Fair Day  
The University Career Center will be closed during the Educator Job Fair.
Shipping:
Please CLEARLY MARK your shipped packages with your company name and event name. This will make it easier to sort and deliver to your booth the day of the event. All deliveries are routed through Central Receiving. They can be reached at (210) 458-4592. Deliveries are not controlled by the Career Center.

You may ship your exhibitor material prior to your arrival in care of:
- Attn: F19 Educator Job 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, November 1st. For additional information, please contact the Events Manager 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, November 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 table receive a six-foot table and two chairs. Employers with a double table receive two six-foot tables and four chairs. Please contact our office if you have any large signs, banners, or display materials so we can assure there is adequate space.

Hotels:
Wyndham: (210) 690-0300•6809 North Loop 1604, San Antonio, TX 78249
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
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
Recruiter Connect Plus:
Please download the Recruiter Connect Plus app available on iPhone, iPad, and Android. The app puts the information you need at your fingertips.

DRIVING & PARKING DIRECTIONS:
We strongly encourage you to carpool or use UBER/LYFT due to the limited availability of parking on campus. If the garage is full, you will be directed to another garage on campus.

** Large vehicles, such as lifted trucks, extended cab trucks, passenger vans, and motorcycles are not permitted to park in the garage. Please contact our office to make arrangements. **

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 (Lime Line):** at the stop sign, go straight and around a slight right corner to the back of the H-E-B Student Union. 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 (Pink Line):** Turn right at the stop sign before visitor booth.
6. Take a left after the last row of vehicles in the parking lot.
7. Please pull a ticket at the kiosk and proceed to park in the Ximenez Avenue Garage (XAG).

*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.

To Exit the Garage

1. Use the following instructions to use your Barcode Validation Card. Your card will cover the full amount of your parking for the event.

2. Insert the parking ticket at the kiosk when exiting 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 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.