Fall 2017 All Majors and Internship Career Fair  
Tuesday, September 19, 2017  
1:30 p.m. – 4:30 p.m.

**Event Location:** UTSA 1604 Main Campus  
**Building Location:** H-E-B University Center Ballroom 1 & 2

**AGENDA**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>11:30 am-12:30 pm</td>
<td>STEM Fair Concludes and transitions to All Majors Career Fair</td>
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<tr>
<td>11:30 am-1:00 pm</td>
<td>Lunch will be provided to registered recruiters who are attending both the STEM and All Majors Career Fair</td>
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<tr>
<td>12:30 pm-1:30 pm</td>
<td>Employer registration &amp; booth set-up</td>
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<td>1:30 pm</td>
<td>All Majors Career Fair opens to pre-registered students</td>
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<tr>
<td>1:45 pm</td>
<td>All Majors Career Fair opens to students and visitors</td>
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<tr>
<td>2:30 pm-3:30 pm</td>
<td>Light snacks available in Hospitality Area</td>
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<tr>
<td>4:30 pm</td>
<td>All Majors Career Fair concludes</td>
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**All Majors Career Fair Checklist**

1. **Confirm Attendants**
   
   Provide the number of attendees along with their name and email address for each individual to **Ashleigh.Dinkins@utsa.edu**.

2. **Post a Job**
   
   To maximize your exposure to UTSA students, we encourage every employer to post a job 2 weeks before the career fair. If a job has already been posted please contact **Ashleigh.Dinkins@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.

For any questions the day of the fair, please call our Front Desk at (210) 458-4589.
**Shipping:**
You may ship your exhibitor material prior to your arrival in care of:
- Attn: Fall 2017 All Majors Career Fair
  UTSA Central Receiving
  One UTSA Circle
  San Antonio, TX 78249-0665

Please notify Ashleigh.Dinkins@utsa.edu that materials are being shipped and the number of packages. Shipments must arrive by Friday, September 15, 2017. For additional information, please contact Ashleigh Dinkins 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 *Wednesday, September 20, 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 and 2 chairs will be provided to employers. You will have your organization name hanging from the drape.

**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
**DRIVING & PARKING DIRECTIONS**

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, see map below.

**Please pull a green ticket and show 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:** Turn right at the stop sign before visitor booth.
5. Take a left after the last line of parking before the garage. Look for the UTSA Career Center tent to drop off your table material. They will direct you to the parking garage.
6. **If you are not dropping off packages:** Turn right at the stop sign before visitor booth.
7. Take a left after the last line of parking before the garage.
8. Proceed to park in the Ximenes Parking Garage. If the garage is full, you will be directed to another parking facility.

*Please see attached map for details.*

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

🌟 Ximenes Parking Garage 🌟 Bauerle Parking Garage 🌟 Tobin Parking Garage
😊 Materials Drop Off Point
Event Parking Instructions

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

2. 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.

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

   **BARCODE VALIDATION CARD EXAMPLE**

   Validation UID: 2465
   Validation Number: FD-117
   Expiration Date: 03/10/2016
   * Al Day Validation

   QUESTIONS OR CONCERNS?
   visitorparking@utsa.edu
   210-458-7275

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

Post Job Vacancies

The UTSA University Career Center Handshake 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/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.