



The University Career Center invites you to participate in the virtual **Career EXPO**. Like many campuses this event will be held virtually. There is no need for you to pack your bags, book a flight or reserve a room to connect with UTEP students. Simply reserve your virtual booth for Friday, September 18, 2020 from 9:00 AM to 3:00 PM (MST). UTEP will be using Career Fair Plus, a virtual platform with video capability.

Your participation in CAREER EXPO will allow you to showcase information about your organization and employment opportunities, identify candidates for future consideration and maintain a presence on the UTEP campus. Facts about UTEP that will interest you:

- UTEP is designated as a Carnegie R1 Research/Doctoral University
- UTEP is a Hispanic Serving Institution (HSI), proudly reflecting the demographic composition of the binational region serving an 80% Hispanic student population.
- UTEP serves its primary constituency--residents of far west Texas, southern New Mexico, and northern Mexico—with 72 undergraduate programs, 72 master’s programs, 22 doctoral degree programs, and a growing portfolio of online degrees.
- UTEP’s academic colleges and professional schools (links to academic colleges):
  - [College of Engineering](#)
  - [College of Science](#)
  - [College of Business Administration](#)
  - [College of Liberal Arts](#)
  - [College of Education](#)
  - [College of Health Sciences](#)
  - [School of Nursing](#)
  - [School of Pharmacy](#)

## REGISTRATION FEE

The registration fee is \$250 for the one-day event. UTEP is using Career Fair Plus, a virtual platform with video capability for a more interactive virtual experience. Make checks payable to **UTEP Career Center**. (FIN# 746-000-813).

**Cancellation Policy** - Submission of the online registration acknowledges the organization’s financial obligation for all fees associated with this event. If payment is not received by the cancellation deadline, your registration is subject to cancellation. Special arrangements must be made in writing prior to the cancellation date. **No refunds** will be given after September 11, 2020.

Your confirmation, invoice and/or receipt will be e-mailed to the address listed on the registration.

Claudia P. Dominguez  
cpdominguez@utep.edu  
915.747.7409

## **Registration Deadline - Wednesday, September 9, 2020**

University Career Center, 500 West University, 103 Union Bldg. (West), El Paso, Texas 79968-0626  
(915) 747-5640 ♦ [www.utep.edu/careers](http://www.utep.edu/careers) ♦ careers@utep.edu

## Career EXPO 2020 Registration Steps

You will need to register for your participation in Job Mine, UTEP's online job database, but the event will be conducted via Career Fair Plus.

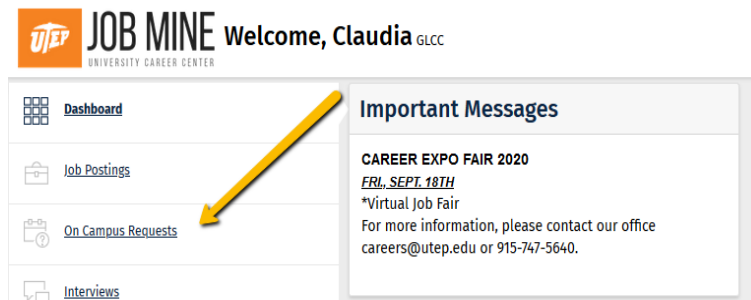
1. Go to: [www.utep.edu/careers](http://www.utep.edu/careers)
2. Click on the **Employers** Login button
3. Login/Create your Job Mine profile
4. Click on **On Campus Request**
5. Click on **Add Request** button (right hand-side)
  - o **OCR EVENT TYPE (drop down)** = Career Fair
6. Select Preferred EVENT \* On the next screen, **Select Career EXPO 2020** and proceed to complete your registration, then, click **Submit**.
7. Select the options for attendance.
8. Please note that this year we are asking you to participate in events prior to the fair targeting freshmen and sophomores.
9. Review order summary and select payment method.
10. Once we have reviewed your registration; a confirmation email will be sent the person who registered for the event.

Job Mine



**STEP #2**

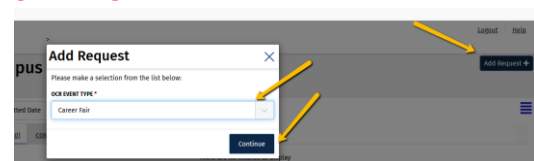
### STEP #4



### STEP #5



### STEP #5



### STEP #6

#### Employer Request Multiple Company Event

OCR EVENT TYPE  
Career Fair

PREFERRED EVENT \*  
9/18/2020 9:00 AM - CAREER EXPO 2020 SEPTEMBER 18 (FEE APPLIES) [DETAILS](#)