The University Career Center invites you to attend Career EXPO 2019. EXPO is the largest job fair held on The University of Texas at El Paso (UTEP) campus during the fall semester and is open to all academic majors. The fair takes place on Thursday, September 19 and Friday, September 20 in the Don Haskins Center from 9:00AM – 2:00PM.

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 has attained the Research One (R1) designation (top tier doctoral university with very high research activity) in the Carnegie Classification of Institutions of Higher Education.
- UTEP enrolled 25,151 students (Fall 2018) and is part of The University of Texas System.
- UTEP serves its primary constituency—residents of far west Texas, southern New Mexico, and northern Mexico—with 74 undergraduate programs, 76 master’s programs, 22 doctoral degree programs, and a growing portfolio of online degrees.
- UTEP proudly reflects the demographic composition of the binational region serving an 80% Hispanic student population.
- 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 FEES

- BOTH DAYS: The registration fee of $700 includes one six-foot table, two chairs, breakfast, and lunch for two representatives.
- ONE DAY: The registration fee of $400 includes one six-foot table, two chairs, breakfast, and lunch for two representatives.

POINTS TO REMEMBER

- 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. Outstanding balances may prevent your organization from future recruitment at this university. Cancellations received on or before September 5, 2019 will receive a refund minus an administrative fee of $50.00. No refunds will be given after September 10, 2019.
- Your confirmation packet, invoice and receipt will be e-mailed to the address you listed on the registration. Your confirmation packet includes hotel information and parking map.
- If paying by check, please make checks payable to UTEP Career Center. (FIN# 746-000-813).

Direct your questions to Claudia P. Dominguez at (915) 747-7409 or cpdominguez@utep.edu.

We look forward to hosting you on the UTEP Campus!

Registration Deadline - Friday, September 7, 2018

University Career Center, 500 West University, 103 Union Bldg. (West), El Paso, Texas 79968-0626
(915) 747-5640 ◆ www.utep.edu/careers ◆ careers@utep.edu
Registration Instructions

1. Go to: www.utep.edu/careers.
2. Click on the Employers tab at the top ribbon and select Career Fair Calendar from the drop down menu.
3. Go to Career EXPO 2019 and select “Recruiter Registrations Instructions.”
4. Once on the Job Mine page, create your account or log in if you are a returning user.
5. On dashboard, go to the Event & Interview Requests box, select the “Career Fair” option from the drop-down menu and click the blue arrow to continue.
6. Select the Career EXPO option and complete the registration page.
7. Complete your registration, click Submit.
8. Select the options for attendance; click on the “+” sign to add items to your registration.
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.