The UTEP Career Center invites you to attend the Spring Career Fair 2020. The fair is structured with a Business and Liberal Arts focus on Thursday, February 6, and an Engineering, and Science emphasis on Friday, February 7, 2020. The event will be held in the Union Building East, third floor, 9:00 a.m. – 2:00 p.m.

Your participation in Spring Career Fair 2020 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 25,177 students (Fall 2019) 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

Include ONE 1½’ x 8’ table, two chairs, parking permits, breakfast and lunch for two (2) representatives

- One Day: $370
- Two Days: $640
- Meal ticket for each additional representative is $30 per day and includes breakfast and lunch

Register online at www.utep.edu/careers via Job Mine. Questions can be directed to Moisés Buenfil mbuenfil@utep.edu or Heriberto Garcia hjgarcia3@utep.edu

POINTS TO REMEMBER

1. **Cancellation Policy** - Submission of the online registration acknowledges the organization's financial obligation for all fees associated with the event.

   - CANCELLATIONS received on or before Monday, January 20, 2020 will receive a refund minus an administrative fee of $50.
   - NO REFUNDS will be given after Thursday, January 23, 2020.

2. Your confirmation packet will include invoice, hotel information. Parking lot directions and parking permits are forthcoming.

3. If paying by check, please make checks payable to UTEP Career Center. (FIN# 74-6000813). Receipts will be sent to the email noted on your registration.
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 SPRING CAREER FAIR 2020 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 SPRING CAREER FAIR 2020 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.
## Career Fair

**Select Items to Purchase**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Base Price</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for both days, includes one 10' x 8' table, two chairs, breakfast, lunch for two representatives and two parking permits per organization for both days. Special Dietary Needs - email: <a href="mailto:catering@jstb.edu">catering@jstb.edu</a></td>
<td>$465.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration for the Business &amp; Liberal Arts Day - Oct 7, includes one 10' x 8' table, two chairs, breakfast, lunch for two representatives and two parking permits per organization for Thursday. Special Dietary Needs - email: <a href="mailto:mkeefe@jstb.edu">mkeefe@jstb.edu</a></td>
<td>$370.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration for the Engineering and Science Day - Oct 8, includes one 10' x 8' table, two chairs, breakfast, lunch for two representatives and two parking permits per organization for Friday. Special Dietary Needs - email: <a href="mailto:mkeefe@jstb.edu">mkeefe@jstb.edu</a></td>
<td>$370.00</td>
<td></td>
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</tr>
<tr>
<td>Additional Booth - Friday, includes one additional booth area and 10' x 8' table, two chairs, breakfast, lunch for two representatives and two parking permits per organization for Friday.</td>
<td>$370.00</td>
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<tr>
<td>Additional Rep - Friday, includes breakfast and lunch for one additional representative for Friday.</td>
<td>$192.00</td>
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<tr>
<td>Additional Rep - Thursday</td>
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**Your Order Summary**

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<td>Registration for both days</td>
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<td>$465.00</td>
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</table>

**Total Subtotal** $465.00

[Pay by Credit Card] [Pay by Check] [Cancel]