Looking for interns, volunteers or Part-time employees? Come to UTEP for the Internship & Part-time Job Fair
Presented by the University Career Center

When: Wednesday, April 4, 2018
Time: 9:00 a.m. – 1:00 p.m.
Where: UTEP Campus – Union East Building, 3rd Floor – Room #308

Do you expect to hire an intern or part-time employee(s)? What better way to advertise your opening(s) than on a college campus with over 25,000 students. You are invited to participate in the 2018 Internship & Part-time Job Fair taking place in the heart of the UTEP campus – the Union East Building.

Come and reach many eager applicants of all academic majors in one location. Space is limited, so reserve your table now!

Registration

Fee: $75.00

Set-up: Includes one (1½’ x 8’) table, two chairs.

NOTE: Tables are not assigned: you may choose, on a first-come/first-served basis.

Food: Light continental breakfast will be available to you in the Templeton Suite, room 313 Union East Building 3rd floor, from 8:00 a.m. – 10:30 a.m.

You may register online at www.utep.edu/careers

Internship & Part-time Job Fair 2018

Registration Instructions

**Log into Job Mine**
- Go to our website: [utep.edu/careers](http://utep.edu/careers)
- Click the **Employers** tab and click **Attend Job Fairs** from the drop down menu.
- Click the **Register for a Career fair through Job Mine** button.
- Create your account or **Sign In** if you are a returning user.
- Click on the **Events** tab at the top and select the plus sign icon that says **Career Fair**.
- Select **Internship & Part-time Job 2018** 4/4/2018 9:00AM (Fee Applies)
- Fill out the rest of the required fields and click **Submit**.
- Select your registration fees and payment method.
- Once we have received your registration, you will receive a confirmation email with a confirmation packet.

**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 **Wednesday, March 28, 2018** will receive a refund minus an administrative fee of $50.00
   - **NO REFUNDS** will be given after **Wednesday, March 28, 2018**.
2. Your confirmation packet, invoice and receipt will be e-mailed to the address you listed on the registration.
   - Your confirmation packet includes hotel and car rental information, parking map, and parking permit.
3. If paying by check, please make checks payable to **UTEP Career Center-Internship Program**.

**Registration Deadline – Friday, March 30, 2018**

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