November 25, 2014

Dear Valued Community Partner:

You are cordially invited to attend our Spring 2015 Career Fair, which will take place Tuesday, February 24, 2015 from 1 to 4 p.m., in the Vista Room, Room 402, of the new Central Academic Building on the Main campus, One University Way, San Antonio, TX, 78224.

Texas A&M University-San Antonio is the fastest growing higher educational institution in the area. Our excellent College of Business, College of Education and Leadership and College of Arts and Sciences offer bachelor’s degrees in 21 different fields and master’s degrees in 10 different areas. Among many, the majors include Accounting, Biology, International Business Management, Communications, Computer Information Systems, Criminology, Finance, Fire and Emergency Services Administration, Kinesiology/Exercise Science, Marketing, Mathematics, Management, Political Science, Psychology, and Sociology. We also possess a strong military student community. In 2013, A&M-SA was nationally ranked as a Top Military Friendly School by G.I. Jobs. You are invited to attend the Career Fair to take advantage of a unique opportunity for you to recruit our students for both paying and volunteer full-time and part-time positions, and internships.

1. To start registration, go to http://my.spectate.com/career-services-employer-registration-form-texas-am-university-san-antonio-page before the deadline of Friday, January 30, 2015. We encourage you to start early as space is limited and we may have to cut off enrollment prior to the deadline. We did end registration early for the Fall fair. You don’t want to miss out! If we are full when you submit the form, you will be notified and you can determine whether you wish to pay the fee to be on the wait list. If you are not called off the wait list your fee will be refunded.

2. Your registration is not complete until you pay the designated fee. The non-refundable fee is $75 [$50 for government and 501(c)(3) organization employers]. Due to space, you are limited to two representatives. We expect all employers to please respect the limit, which, out of fairness to all employers, will be enforced. You will be given a 5-foot long table and two chairs. Any displays must be no larger than 5 feet wide by 6 feet high and must sit on or behind your table. They may not obstruct the view of another table or be unsafe. Nothing may be taped on walls or windows. There are no available electrical outlets. Snacks and beverages will be provided.

3. Check-in will begin at 12:30 p.m. and tables may then be chosen on a first-checked-in, first-served basis. Table location may not be claimed prior to check-in.

4. After you have paid we will send you a parking permit and map; please display the permit on your dashboard.

5. The purpose of this fair is for hiring only and solicitation for business is prohibited.

If you have any questions, please don’t hesitate to contact me at (210) 784-1342. We look forward to working with you at the Texas A&M University-San Antonio's Spring Career Fair!

Sincerely,

Annette R. Wilson

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Director of Career Services