

We are pleased to invite you to attend the ENMU Spring 2017 Career Fair–Exploring Employment Opportunities. Please mark your calendar now to join us in the Campus Union (CUB) Ballroom on Thursday, March 30, 2017 for this premier opportunity to recruit leading candidates in all fields.

**Eastern New Mexico University, Portales, New Mexico
Career Fair Schedule–Thursday, March 30, 2017 (Mountain Time)**

10 a.m. to 11:45 a.m.Set-up
11 a.m. to noon Optional lunch
Noon to 4 p.m. Career Fair

The purpose of this event is to connect you, the employer, with potential employees–our students. We would also like to expose our students to the many employment opportunities available to them, both locally and nationally. Students will be encouraged to bring their resumes, transcripts and portfolios to share with prospective employers. We are also actively seeking colleges and universities to participate in the career fair so students interested in pursuing further education have the opportunity to explore the many programs available.

Our Career Fair Registration Form is on page two of this document. Please print, complete and return this form either by fax to 575.562.2215 or by email to nikie.bonner@enmu.edu. We will provide an eight-foot table and four chairs for each business. If you have any other needs including access to electrical outlets or larger space for displays or signage, please indicate them on the registration form under the Display Requirements/Requests section.

Please submit your registration form no later than March 23, 2017. The non-refundable registration fee is due on or before March 30, 2017. The registration fee is \$35; lunch will be available for \$8 per person.

If your company is unable to attend our career fair, we'll be happy to post your job announcements on our online job board any time of the year at no cost to your business. Just send an email with complete details to career.services@enmu.edu.

We are happy to provide any assistance you may need in making arrangements to attend. If you have any questions concerning this event, please contact our office at career.services@enmu.edu or 575.562.2211. We look forward to seeing you at the ENMU Spring 2017 Career Fair–Exploring Employment Opportunities.

Sincerely,

Maddie Bishop, M.MFT, LAMFT
Career Development Coordinator
ENMU Counseling and Career Services



ENMU Fall 2017 Career Fair Registration Form

Thursday, Mar. 30, 2017, noon-4 p.m.

Counseling and Career Services | Phone: 575.562.2211 | Fax: 575.562.2215 | Email: nikiie.bonner@enmu.edu

(Type or print all information in ink.)

Organization Information

Organization name: _____ Contact person: _____

Address: _____
Street City State ZIP

Phone: _____ Fax: _____ Email: _____

Majors interested in: _____

Name(s) and title(s) of recruiters attending: _____

Organization description (50 words or less): _____

Display Requirements/Requests

Please provide dimensions for your display board: _____ feet _____ inches by _____ feet _____ inches

Will you need an electrical outlet for your display? Yes No

Will you need any additional information on any of the following accommodations?

Area lodging? Yes No

Area dining? Yes No

Directions to/from airport? Yes No

Registration Fees and Methods of Payment (registration form and payment are due Mar. 23, 2017)

Registration Fee: \$35 Will you be joining us at the lunch event? Yes No

Bill my organization. Attn: _____

Check number _____

Registration Fee: \$35

Lunch \$8 x _____ participants = _____

Total amount: _____

Card payment is possible. Please call 575.562.2211 to speak with the administrative secretary.

Compliance

Please note: Your signature on this form assures Eastern New Mexico University that representatives of your organization understand the content and implications of the Civil Rights Act, Americans with Disabilities Act, and other relative regulations concerning the Equal Employment Opportunity Act, and the Family Educational Rights and Privacy Act concerning access to student personnel information.

Authorized signature: _____ Title: _____

Eastern New Mexico University is an Affirmative Action and Equal Opportunity Employer. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in our programs, activities or employment. Persons seeking additional information about ENMU's nondiscrimination policy should contact the affirmative action officer, ENMU Station 21, 1500 S Ave K, Portales, NM 88130.

For Office Use Only

Payment received: Y N Initial: _____ Billing statement sent: Y N Initial: _____

Reservation confirmation memo sent: Y N Initial: _____