January 11, 2016

Dear School Districts:

The New Mexico Highlands University School of Education and the Career Services Center cordially invite you to participate in the annual Spring Career Fair on **Thursday, April 21, 2016**, from 10 a.m. to 2 p.m., at the NMHU Student Union Building Ballroom, 800 National Avenue, Las Vegas, NM. To maximize your recruiting of teacher candidates, we have coordinated our event in a circuit with other regional educator job fairs: UTEP April 15, NMSU April 18, and UNM April 20.

This event will host a variety of organizations/agencies promoting their career opportunities, summer jobs, internships, and graduate school programs for students and alumni in a variety of fields, including **education, business, sciences, liberal arts, social work, and behavioral sciences.**

The following itinerary will help you plan your participation our event:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>8:30 a.m. to 9:30 a.m.</td>
<td>Recruiter sign-in, booth set-up, and coffee/refreshments.</td>
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<tr>
<td>9:30 a.m. to 10 a.m.</td>
<td>New: Employer and faculty “Meet and Greet” (share information about your organization’s hiring needs/trends, and learn more about our academic programs.)</td>
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<tr>
<td>10 a.m. to 2 p.m.</td>
<td>Open fair format for ongoing student traffic and interviewing.</td>
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<td>Noon to 1 p.m.</td>
<td>A catered buffet luncheon for recruiters.</td>
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<tr>
<td>2 p.m.</td>
<td>Door prize drawings for recruiters; end of event.</td>
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To participate, please complete the **attached registration form** and send it to the address or fax as indicated on the form, or email to careerservices@nmhu.edu. A prompt response will ensure your booth reservation and maximum publicity of your participation. Due to limited availability of electrical outlets, access to electricity is limited to the first ten (10) organizations requesting it.

The employer registration fee is **$50**. Our office must receive both your registration form and payment by **Monday, March 28, 2016**, unless arrangements are made in advance.

- Fee includes one 6-foot rectangular table, two chairs, refreshments, and luncheon for two (2) recruiters.
- Additional recruiter charge is **$10** each.
- Payment by check, purchase order, Visa/MasterCard is accepted. If you are paying by credit card, please submit your completed registration form, then call us at (505) 454-3048 with your credit card information.
- Upon receipt of your registration, you will receive an email confirmation.
- Due to processing costs, there will be no refunds for cancelations.

Please view the campus map (PDF) at [http://www.nmhu.edu/visit-new-mexico-highlands-university](http://www.nmhu.edu/visit-new-mexico-highlands-university); convenient parking and access to the Student Union Ballroom (Building #16) is available through the Columbia Street entrance. A list of hotels is available on the Las Vegas Chamber of Commerce website: [http://www.lasvegasnewmexico.com](http://www.lasvegasnewmexico.com).

We appreciate your interest and support of Highlands University and alumni. We look forward to hosting you on our campus for the Spring Career Fair. If you have any questions, please contact our office at (505) 454-3048 or email us at careerservices@nmhu.edu.

Sincerely,

Ron Garcia, MA
Director of Career Services

Career Services Center
New Mexico Highlands University, Box 9000, Las Vegas, NM 87701
(505) 454-3048 • Fax (505) 454-3469 • email: careerservices@nmhu.edu
www.nmhu.edu/careerservices