



January 12, 2015

Dear School Districts:

The New Mexico Highlands University School of Education and the Career Services Center cordially invite you to participate in our annual Spring Career Fair on **Thursday, April 23, 2015**, 10 a.m. to 2:30 p.m., at the NMHU Student Union Building Ballroom, 800 National Avenue, Las Vegas, NM.

This event will host a variety of organizations/agencies promoting their career opportunities, summer jobs, internships, and graduate school programs to students and alumni in a variety of fields, including **education, business, arts and sciences, social work, and behavioral sciences**. To maximize your convenience in recruiting of teacher candidates, we have coordinated our event with the educator job fairs at regional universities in a circuit schedule: UTEP April 17, NMSU April 20 & April 21, and UNM April 22.

Please refer to the following itinerary to plan your participation for our event:

- **9 a.m. to 10 a.m.** - Recruiter sign-in and booth set-up
- **10 a.m. to 2:30 p.m.** - Open fair format for student traffic and interviewing
- **12 p.m. to 1 p.m.** - A catered buffet luncheon for employers

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](mailto:careerservices@nmhu.edu). A prompt response will ensure your booth reservation and maximum publicity about your participation.

The employer registration fee is \$50. Both your registration form and payment must be received by our office on **Friday, March 20, 2015**, unless special arrangements have been made in advance.

- Fee includes: a 6' table, two chairs, morning refreshments and luncheon for two (2) recruiters.
- Additional table charge is \$25 and additional recruiter charge is \$10 each.
- Payment by check, Purchase Order, Visa/MC is accepted. If you are paying by credit card, please send your 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 cancellations.

Please view the campus map (PDF) at <http://www.nmhu.edu/tour/visit.aspx>; convenient parking and access to the Student Union Ballroom (building #16) is available through the Columbia Street entrance. A list of hotels can be found on the Las Vegas Chamber of Commerce website, <http://www.lasvegasnewmexico.com>.

We appreciate your interest and support of Highlands students and 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 [careerservices@nmhu.edu](mailto:careerservices@nmhu.edu).

Sincerely,

*Ron Garcia, MA*  
Director of Career Services

Career Services Center  
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