



# ***RECRUITER HANDBOOK***

# WHY UTSA?

The mission of the UTSA University Career Center is to assist students and alumni in identifying and developing the skills necessary to pursue lifelong career goals.

## DID YOU KNOW...

- UTSA has 3 campuses: Main, Downtown and the Institute of Texan Cultures
- [College of Education & Human Development](#) is the leading provider of educators in the San Antonio area – secured \$13 million in funding from the U.S. Agency for International Development to provide \$5 million worth of books to 1,000 elementary schools in Malawi.
- [College of Business](#) is the largest undergraduate business school in the UT-System and is nationally ranked by *Princeton Review*, *BusinessWeek* and *Hispanic Business*.
- [College of Engineering](#) hosted the North American Energy Summit, which brought energy leaders and policy makers from around the world to San Antonio.
- [College of Liberal & Fine Arts](#) ranked second in the UT System for external research funding in arts, humanities, and social sciences.
- [College of Public Policy](#) is one of the top five certifying institutions in the U.S. for Non-Profit Leadership Alliance, a program that brings together universities, non-profit organizations and community partners to prepare professionals to lead non-profit organizations.
- [College of Architecture](#) ranks first in the nation in awarding degrees to Hispanic students, according to the Hispanic Outlook in Higher Education Magazine.
- [College of Sciences](#) collaborates with other leading research institutions such as Southwest Research Institute. Since 2005, UTSA and Southwest Research Institute have maintained a joint doctoral program focusing on space physics.

## TOTAL STUDENT ENROLLMENT

College	Fall 2010
Business	5,605
Education and Human Development	5,251
Liberal and Fine Arts	6,650
Engineering	2,568
Sciences	5,149
Public Policy	1,341
Architecture	1,182
Undecided	2,510
<b>Total</b>	<b>30,258</b>

## DOWNTOWN CAMPUS STUDENT ENROLLMENT

College	Fall 2011
Business	746
Education	2,065
Liberal and Fine Arts	843
Engineering	89
Sciences	611
Public Policy	1,235
Architecture	1,040
Undecided	231
<b>Total</b>	<b>6,860</b>

## STUDENT DIVERSITY

Enrollment by Ethnicity	Number	Percentage
International	1,204	4.0
Hispanic	13,331	44.1
White	10,020	33.1
African American	2,458	8.1
Asian	1,450	4.8
American Indian	65	0.2
Other	1,730	5.7

# RECRUITING OPTIONS

## ROWDYJOBS

The University Career Center RowdyJobs on-line job bank provides employers with an opportunity to post full-time, part-time and internship/co-op opportunities for students and alumni, *free of charge*. It enables you to manage your job postings on-line from the convenience of your office. Contact the RowdyJobs Coordinator for additional information at 210.458.4588.

To post positions on RowdyJobs:

- ✓ Go to [www.hireroadrunners.com](http://www.hireroadrunners.com)
- ✓ Click on “Employers”
- ✓ Click on “Employer Login” button
- ✓ Click on “First time registering”
  - Enter email as username and create password
  - Add profile and post job vacancy

## RESUME SEARCHES

Search RowdyJobs for student and alumni resumes which meet your targeted skill requirements. Perform resume searches by majors, GPA, student classifications or other qualifiers.



## TABLE RECRUITING

Promote your job opportunities to students on the Main and Downtown campuses. The University Career Center Recruiting Coordinator will arrange for you to have a table in a high traffic area of the campus to ensure maximum visibility for your recruiting team. You may distribute company job applications or collect resumes in addition to promoting your organization.

To schedule your table recruiting:

- ✓ Go to [www.hireroadrunners.com](http://www.hireroadrunners.com)
- ✓ Click on “Employers”
- ✓ Click on “On-Campus Recruiting”
- ✓ Click on “Table Recruiting”
- ✓ Complete the Table Recruiting Form

## INFORMATION SESSIONS

Schedule an information session to present an overview of your organization with PowerPoint, video, slides, etc. The University Career Center will assist with marketing your event to the student body and alumni.

To schedule your information session:

- ✓ Go to [www.hireroadrunners.com](http://www.hireroadrunners.com)
- ✓ Click on “Employers”
- ✓ Click on “On-Campus Recruiting”
- ✓ Click on “Information Sessions”
- ✓ Complete the Information Session Form

# RECRUITING OPTIONS

## ON-CAMPUS INTERVIEWS

The University Career Center provides private interview rooms and coordination of the scheduling process to assist you with candidate selection. We offer three types of interview schedules: *Pre-Select*, *Open* & *Room Only*. One advantage of setting up an on-campus interview schedule is the posting can be set to screen applicants for specific criteria such as: *applicant type*, *GPA requirements*, *graduation date ranges*, *classifications*, *degrees* and *majors*.

To schedule your interview schedule:

- ✓ Go to [www.hireroadrunners.com](http://www.hireroadrunners.com)
- ✓ Click on “Employers”
- ✓ Click on “Employer Login” button
- ✓ Log into the RowdyJobs system
- ✓ Put your mouse over “On-Campus Interviews” to see the drop down list.
- ✓ Click “New Schedule Request”

### PRE-SELECT

Interested students who meet all your minimum qualifications will apply via RowdyJobs. All resumes submitted by applicants will be available for review 2 weeks prior to the interview date. You will have 5 days to make candidate selections on-line. Based on your selections, students will automatically be notified via email as to their interview status. Those who are accepted to interview, can begin signing up for a timeslot on a first-come-first-serve basis up to 7 days prior to the interview date.

For any questions on this process, contact the Recruiting Coordinator at 210.458.4593.

### OPEN

Interested students who meet your minimum qualifications as set by your company, are automatically allowed to sign-up on the interview schedule.

### ROOM ONLY

The University Career Center provides accommodations for employers seeking a location to conduct interviews. Interview scheduling is handled between the employer and UTSA students. An interview room must be reserved through the Recruiting Coordinator no later than 1-week before the desired interview date.

Types of interview schedules	Pre-Select	Open	Room Only
Dates must be confirmed by the Recruiting Coordinator	Recommended 6-weeks prior	Recommended 3-weeks prior	Recommended 1-week prior
Students screened by RowdyJobs to ensure they meet minimum qualifications	Yes	Yes	No
Company selects students to interview	Yes	No	Yes
Company manages all scheduling activity	No	No	Yes

# CAREER FAIRS & EXPOS

Introduce your company or organization to UTSA students and alumni at Career Fairs and Expos. These events are ideal for recruiting UTSA students, prospective graduates, and alumni from diverse academic and employment backgrounds for your full-time degreed, part-time and internship/co-op opportunities.

## FALL 2011

### August

- 24 Classes Begin
- 31 Part-Time Job Fair

### September

- 5 Labor Day
- 22 College of Engineering Career Expo
- 22 All Majors Career Fair

### October

- 6 Downtown Career Fair

### November

- 3 Educator Career Fair
- 24 & 25 Thanksgiving Holiday

### December

- 10-16 Finals

## SPRING 2012

### January

- 17 Classes Begin

### February

- 9 STEM Career Fair
- 9 All Majors Career Fair

### March

- 12 - 16 Spring Break – No Classes
- 27 College of Liberal & Fine Arts Career Expo

### April

- 5 Educator Career Fair

### May

- 5-11 Finals

# DEVELOP CAMPUS BRANDING

The University Career Center invites you to participate in a variety of events to meet your current needs. The benefits of participating include: *branding your organization on-campus, student awareness of career options, contribute to the professional development of students in your industry, and network with students.*

## GROUP MOCK INTERVIEWS

The job interview can be one of the most challenging parts of the job search process. In order to help students better prepare, we are seeking employers who would like to share their interviewing expertise by facilitating mock interviews with students. Mock interviews will be conducted in a round-table setting with up to six students.

### You will:

- ✓ Participate in a 15 minute overview prior to the event.
- ✓ Be provided with suggested interview questions.
- ✓ Have the opportunity to provide immediate feedback to students.
- ✓ Network with students and provide information about your organization.

We guarantee that you will find this to be a rewarding experience.

## STUDENT WALK-INS

How would you like to give students feedback on resumes, interviewing, or career options? Walk-in hours are 1:00 pm - 4:00 pm on Wednesdays. A diverse range of students come into the Career Center during walk-in hours to receive advice from industry experts.

## CAREER FAIR PREP DAYS

Prior to our career fairs and expos, several days are set aside for targeted professional development activities for students. Employers are encouraged to take part in these events to prepare students for our fairs and expos. These are opportunities to provide students with the skills they need to be successful. The prep days address a number of topics including: resume writing, interviewing techniques, networking, and career fair prep.

## BECOME A CAREER MENTOR

UTSA's Career Mentor Network is an on-line network that provides an opportunity for students to receive career advice from professionals in their field of interest. Our goal is to provide practical information about career options, employment conditions and job responsibilities.

### How to become a Career Mentor:

- ✓ Go to [www.hireroadrunners.com](http://www.hireroadrunners.com)
- ✓ Click on "Employers"
- ✓ Click on "On-Campus Recruiting"
- ✓ Click on "Become a Career Mentor"
- ✓ Click on "Mentor Login" button
- ✓ Click on "Click here to register"

# DEVELOP CAMPUS BRANDING

## DINING ETIQUETTE WORKSHOP

Table manners and dining etiquette play an important part of making a favorable impression and are often essential for professional success. Our students often do not understand the basics of dining out, let alone fine dining. This dinner provides an opportunity for our students to learn the art of fine dining and to understand and appreciate the protocol of business etiquette.

As a table host, you will be invited to sit at a table with seven students. Table hosts will also be recognized in advance publically and in the event program. We will also make every attempt to seat majors of your choice at your table. Please consider this unique opportunity to assist in the professional development of our young people. There are not many chances for students to experience and develop their fine dining ability during college; yet it is an invaluable, lifelong skill.



Check our website at  
[www.hireroadrunners.com](http://www.hireroadrunners.com)  
for future dates.



## STUDENT ORGANIZATIONS

Many student organizations seek employers as guest speakers at their meetings or to be sponsors for events. So why not reach out to them through this unique opportunity? Contact registered student organizations by viewing the student organization directory at

<http://utsa.collegiatelink.net/organizations>.

# PLANNING YOUR TRIP TO UTSA!

## PARKING INFORMATION

**Directions to Main Campus:** From IH-10, exit UTSA Blvd. (#557). Continue through three lights. Turn right at the 3<sup>rd</sup> stoplight at Edward Ximenes Ave. and you will see the South Parking garage on your right. Parking is \$1.75 per hour and is paid at the garage cashier with cash or credit card. Be sure to take your parking ticket with you so you can pay when you complete your visit to campus. [Click here for campus maps.](#)

**Important:** For easiest access to our office and hassle-free parking, please park in the South Parking Garage.

## LODGING INFORMATION

### MAIN CAMPUS

#### [Staybridge Suites](#)

(210) 691-3443  
6919 North Loop 1604 West, San Antonio,  
TX 78249

*(provides shuttle service to UTSA)*

#### [Omni Hotels & Resorts](#)

(210) 691-8888  
9821 Colonnade Blvd, San Antonio, TX 78249

*(provides shuttle service to UTSA)*

#### [Drury Inn & Suites near La Cantera](#)

(210) 696-0800  
15806 IH-10 West, San Antonio, TX 78249

#### [Best Western Fiesta Inn](#)

(877) 574-2464  
13535 IH-10 West, San Antonio, TX 78249

#### [La Quinta Inn & Suites San Antonio Fiesta TX](#)

(210) 696-0100  
5622 Utex Blvd., San Antonio, TX 78249

#### [Comfort Inn-Fiesta Park Area](#)

(210) 696-4766  
6755 N Loop 1604 W, San Antonio, TX 78249

### DOWNTOWN CAMPUS

#### [Doubletree Hotel San Antonio Downtown](#)

(210) 366-2424  
502 W. Durango, San Antonio, TX 78207

#### [La Quinta Inn San Antonio Market Square](#)

(210) 271-0001  
900 Dolorosa St., San Antonio, TX 78207

# GET CONNECTED



By joining either NACE, SoACE, SACUCCA or any other professional association, you will be connected to a group of people and other organizations of similar interests. These professional associations provide a broad cultural and geographical diversity at a large number of institutions, especially Hispanic Serving Institutions (HSI) that are dedicated to promoting the highest level of professional standards to students and the institution.

You will be able to participate in professional development and networking opportunities through annual conferences, webinars and or events at local campuses. Along with your peers, you will be able to identify career trends, issues, challenges and opportunities for your profession at the local, state and national level.

## FRIEND THE UNIVERSITY CAREER CENTER!



[WWW.HIREROADRUNNERS.COM](http://WWW.HIREROADRUNNERS.COM)

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This handbook was designed and compiled by Luisa Ramirez and edited by Maureen Wilson. Revised 11/16/2011.