

# 38<sup>TH</sup> ANNUAL NSBE/SHPE CAREER FAIR

---

September 30<sup>th</sup> & October 1<sup>st</sup>, 2016





## Welcome!

<b>Event Date:</b>	Friday, September 30 <sup>th</sup> & Saturday, October 1 <sup>st</sup> , 2016
<b>Time:</b>	10:00 AM – 3:30 PM (Both Days)
<b>Demographics:</b>	Rensselaer Undergraduates & Graduates of All Majors
<b>Objective:</b>	The 38 <sup>th</sup> Annual NSBE/SHPE Career Fair is committed to serving the Rensselaer Polytechnic Institute community with one of the largest student run career fairs in the nation.

Greetings Corporate Representatives,

The Rensselaer chapters of the National Society of Black Engineers (NSBE) and the Society of Hispanic Professional Engineers (SHPE) cordially welcome you to the 38<sup>th</sup> Annual NSBE/SHPE Career Fair.

A long standing tradition, both organizations come together every year to host the Career Fair as a means to raise funds for our events throughout the academic year. In doing so, NSBE and SHPE provide the Rensselaer community with excellent opportunities to succeed professionally and lay the framework for the leaders of tomorrow. Your presence and support go a long way in supporting our organizations' missions and we greatly appreciate your involvement.

Our success finds measurement not only in the satisfaction of the student body, but also in the experiences of our corporate attendees. The mission of the Career Fair is to create an atmosphere in which corporate representatives and students may effectively network and develop lasting relationships. Should you have any questions at any point, do not hesitate to contact any staff member. For your convenience, staff members this year will be wearing matching uniforms.

The following confirmation packet details the many questions you may have about our event. Please take the time to thoroughly read through the details, and be sure to contact Michelle at [greenm9@rpi.edu](mailto:greenm9@rpi.edu) or Mariana at [basilm2@rpi.edu](mailto:basilm2@rpi.edu) with any further inquiries, comments, or concerns.

We hope you enjoy your experience and thank you once again for helping to continue our tradition of an entirely student run career fair!

Sincerely,

*Michelle Green*

Co-Director

B.S./M.S. Electrical Engineering '17

*Mariana Basilio*

Co-Director

B.S./M.S. Mechanical Engineering '17

38<sup>TH</sup> ANNUAL NSBE/SHPE CAREER FAIR  
**CONFIRMATION PACKET**  
September 30<sup>th</sup> & October 1<sup>st</sup>, 2016 | Rensselaer Polytechnic Institute



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## Agenda:

### Friday, September 30<sup>th</sup>, 2016

TIME	EVENT	LOCATION
7:30 AM	Corporate Representative Breakfast Begins	Upper Mueller Center
8:00 AM	Company Registration/Setup	Armory
9:30 AM	Corporate Representative Breakfast Ends	Upper Mueller Center
10:00 AM	Friday Career Fair Begins	Armory
12:00 PM	Corporate Representative Lunch Begins	Sage 2 <sup>nd</sup> Floor Banquet Hall
2:30 PM	Corporate Representative Lunch Ends	Sage 2 <sup>nd</sup> Floor Banquet Hall
3:30 PM	Friday Career Fair Ends	Armory
4:30 PM	Corporate Reception Begins	Biotech Terrace
8:30 PM	Corporate Reception Ends	Biotech Terrace

### Saturday, October 1<sup>st</sup>, 2016

TIME	EVENT	LOCATION
7:30 AM	Corporate Representative Breakfast Begins	Upper Mueller Center
8:00 AM	Company Registration/Setup	Armory
9:30 AM	Corporate Representative Breakfast Ends	Upper Mueller Center
10:00 AM	Saturday Career Fair Begins	Armory
12:00 PM	Corporate Representative Lunch Begins	Sage 2 <sup>nd</sup> Floor Banquet Hall
2:30 PM	Corporate Representative Lunch Ends	Sage 2 <sup>nd</sup> Floor Banquet Hall
3:30 PM	Saturday Career Fair Ends	Armory
4:00 PM	Shipment of Packages*	Rear of the Armory

\*Staff members will be available to assist in preparing the packages to be shipped.

To help find these locations, please refer to the Campus Map on Page 16, which highlights the key venues of the NSBE/SHPE Career Fair. These details may also be found on our website.



## Mailing Instructions:

Please mail all packages for the Career Fair to:

### All Companies:

**ATTN: NSBE/SHPE Career Fair 2016**  
**RPI – AS & RC Armory**  
**1616 15<sup>th</sup> Street**  
**Troy, NY 12180**

- The Career Fair staff will solely be using **FedEx** for sending and receiving company packages. If there are any issues, please contact the Mailing Committee at [kricks@rpi.edu](mailto:kricks@rpi.edu).
- Please ensure that all packages are clearly labeled with the company name.
- Email the Mailing Committee indicating how many packages you have shipped along with the confirmation tracking number(s).
- Please assure that your packages arrive a week prior to the NSBE/SHPE Career Fair. **ALL PACKAGES SHOULD ARRIVE BY FRIDAY, SEPTEMBER 23<sup>RD</sup>, 2016.**

### Companies Leaving Friday:

- Break down your display and package them into their boxes. Leave your closed packages at your table.
- Fill out the air bills that are included in your Corporate Folders. The instructions attached or posted behind the air bills will guide you in filling them out.
- Please make sure that your **FedEx Account Number** is written on the packing slip. If it is not there, your package **will NOT be shipped**.
- If you are using another shipping company, please notify the Mailing Committee by email at [kricks@rpi.edu](mailto:kricks@rpi.edu) so shipping arrangements can be made.

### Companies Leaving Saturday:

- Break down your display and package them into their boxes.
- Fill out the air bills that are included in your Corporate Folders. The instructions attached or posted behind the air bills will guide you in filling them out.
- **FedEx** will be at the rear of the Armory at 4:00 PM to assist in the shipping of your packages. Please bring your packages to this location to be collected and shipped out.
- Please make sure that your **FedEx Account Number** is written on the packing slip. If it is not there, your package **will NOT be shipped**.
- If you are using another shipping company, please notify the Mailing Committee by email at [kricks@rpi.edu](mailto:kricks@rpi.edu) to shipping arrangements can be made.

**YOUR COMPANY IS SOLELY RESPONSIBLE FOR SHIPPING EXPENSES – NEITHER THE NSBE/SHPE CAREER FAIR NOR RPI ARE TO BE BILLED FOR ANY SHIPPING EXPENSE.**

Sincerely,

*Sam Krickellas*

2016 Mailing Committee Chair



## Corporate Representative Meals:

Corporate Representatives,

This letter is to notify you that a continental breakfast and lunch will be provided during the 38<sup>th</sup> Annual NSBE/SHPE Career Fair. Breakfast will be available beginning at 7:30 AM and concluding at 9:30 AM in the Upper Mueller Center on both Friday and Saturday.

Lunch will be held between 12:00 PM and 2:30 PM in the Sage 2<sup>nd</sup> Floor Banquet Hall on both days. Only paid Corporate Representatives are entitled to these meals, and lunch will be ticket upon entry. Options for lunch include either buffet style or boxed/to-go meals for a faster, more convenient choice. Please be aware that each representative is entitled to 1 lunch, either sit down or a boxed lunch, as we would like to ensure that everyone is able to enjoy the food. If only one representative from your company is attending the Career Fair and he/she finds it difficult to leave your company's table during lunchtime, a student volunteer or staff member can bring a boxed lunch to the table.

If there are any questions, comments, or concerns, please feel free to email the Food Committee at [sloanc@rpi.edu](mailto:sloanc@rpi.edu).

Sincerely,

*Camilla Sloan*

2016 Food Committee Chair



## Corporate Reception:

Corporate Representatives,

You are cordially invited to attend the 2<sup>nd</sup> Annual NSBE/SHPE Career Fair Corporate Reception on the evening of Friday, September 30, 2016. The evening will include an ambient environment filled with food, drinks, fun & games, while engaging in conversation with other corporate professionals and students who have made this career fair possible. Our continued success as a student-run career fair would not be possible without your support. We would like to express our sincere gratitude and look forward to seeing you at our Corporate Reception. Please see the save the date reminder below for more details. If you have any questions, contact the Corporate Reception Committee at [sidhuy@rpi.edu](mailto:sidhuy@rpi.edu).

PLEASE JOIN US FOR

*The 2nd Annual*

NSBE/SHPE CAREER FAIR  
CORPORATE RECEPTION

*Friday, September 30, 2016*

4:30 PM - 8:30 PM

**BIOTECH TERRACE**

Kindly RSVP by September 16, 2016  
and find details [here](#).

Food and Drinks will be served

Sincerely,

*Yuvraj Sidhu*  
2016 Corporate Reception Chair



## Online Registration:

We are elated by your interest in the 38<sup>th</sup> Annual NSBE/SHPE Career Fair. Please make sure you have completed the following steps in order to ensure your spot at the Career Fair.

### Steps for Registering Online:

1. Provide primary contact and company information using the online registration process at <http://rpicareerfair.org/company-registration>.
2. After completing the form click "Submit" at the bottom of the Company Registration page.
3. Once the invoice has been generated, an email confirmation will be sent to the primary contact person. The payment can then be made via PayPal, credit card, or check.

Please keep in mind that when registering, include information regarding the names (if possible) and an accurate number of corporate representatives that will be in attendance. **If an unregistered corporate representative is brought the day of the Career Fair, the company must pay \$100 per additional representative per day plus an additional one-time fee of \$25 per representative** as we must ensure an efficient registration process for the event. The last day to add recruiters is September 2<sup>nd</sup>, 2016.

On September 1<sup>st</sup>, 2016, student registration will open. Each student who registers will have a profile, and corporate representatives will be able to search for candidates online prior to the Career Fair. As the dates of the Career Fair approach, the number of student profiles will increase.

Please email the Web Committee at [maderr2@rpi.edu](mailto:maderr2@rpi.edu) if you have any questions or concerns regarding registration and/or the website.

Sincerely,

*Ruben Madera*  
2016 Web Committee Chair





## Pricing Information & Policies:

A Corporate Representative is any person who is representing a company as a recruiter or an interviewer. A Corporate Representative is entitled to a name tag, complimentary breakfast, and lunch. Any person who obtains any of these items will be considered a Corporate Representative and must be registered and paid for upon entrance to the career fair.

### Base Prices:

Friday Base Fee	\$560.00
Saturday Base Fee	\$560.00
Two Day Base Fee	\$1050.00

### Additional Costs & Fees:

Additional Corporate Representative	\$100.00
Additional Table	\$125.00
Check Bounce Fee	\$25.00
Bringing Unregistered Reps on Day of Career Fair	\$25.00

### Base Fee Includes:

Registration Fee	\$235.00
One (1) Table	\$125.00
Two (2) Corporate Representatives	\$200.00
Corporate Representative Breakfast	Included
Corporate Representative Lunch	Included
<b>Total Base Fee</b>	<b>\$560.00</b>

The last day to register additional representatives is **September 2<sup>nd</sup>, 2016 at 11:59 PM EST**. Companies that bring unregistered recruiters will be charged a one-time fee of **\$25.00 per representative in addition to the daily \$100 fee per additional representative**.

### Important Dates & Deadlines:

Company Registration Opens	June 15 <sup>th</sup> , 2016
Company Registration Closes	August 31 <sup>st</sup> , 2016
Last Day to Add Representatives	September 2 <sup>nd</sup> , 2016
Company Payments Due	September 9 <sup>th</sup> , 2016

Please note that all payments must be received by **September 9<sup>th</sup>, 2016 at 11:59 PM EST**. No late payments will be tolerated.

**Discounts:**

The NSBE/SHPE Career Fair offers a 15% off discount to non-profit organizations who register to attend our Career Fair. To register as a non-profit organization, please provide proof of non-profit status to the NSBE/SHPE Career Fair Co-Directors at [greenm9@rpi.edu](mailto:greenm9@rpi.edu) or [basilm2@rpi.edu](mailto:basilm2@rpi.edu). Startup or smaller companies may be given a special discount on a case-by-case basis and must contact the Co-Directors. A 15% discount is the maximum discount your organization may be provided, whether a non-profit or a small/startup company attending the NSBE/SHPE Career Fair.

**Refund Policy:**

The NSBE/SHPE Career Fair Co-Directors must be contacted to confirm cancellation. If the NSBE/SHPE Career Fair Co-Directors are not contacted, no refund will be guaranteed. Companies which pay via check will be able to receive a full or half refund (depending on the date of cancellation). Companies which pay via PayPal will not be refunded the service charge of 2.9% + \$0.30 USD. All refunds are subject to the deadlines listed below.

Cancellation Date	Refund Amount
On or Before August 31 <sup>st</sup> , 2016	100%
On or Before September 16 <sup>th</sup> , 2016	50%
After September 16 <sup>th</sup> , 2016	0%

**Walk-In Policy:**

Our policies do not permit walk-in companies to enter our event who fail to register by the August 31<sup>st</sup>, 2016 closing date.

**Disclaimer:**

***All registered companies will be notified if any pricing information or policies are updated. Pricing information and policies are subject to change.***

Sincerely,

*Javier Otero*  
2016 Treasury Committee Co-Chair

*Kweku Anane*  
2016 Treasury Committee Co-Chair



## Payment Instructions:

### Invoicing:

Registered companies will be prompted to generate an invoice when registering online at our website. Invoices are electronically generated via PayPal and will be emailed to the primary contact person. Payments can then be made via PayPal or by check.

### Payments:

#### FOR PAYMENTS VIA PAYPAL:

Payments can be made through the email invoice, and the following forms of payments are accepted via PayPal:

<b>Visa</b>	<b>Discover</b>	<b>Bank Transfers</b>
<b>MasterCard</b>	<b>American Express</b>	<b>PayPal Balance</b>

Please note that if you do not have a PayPal account, there is an option to make a payment through a credit card or bank account.

#### FOR PAYMENTS VIA CHECK

<b>Address to:</b>	<b>NSBE/SHPE Career Fair</b>
<b>Memo:</b>	38 <sup>th</sup> Annual NSBE/SHPE Career Fair
<b>Mail to:</b>	NSBE/SHPE Career Fair 1999 Burdett Avenue Troy, NY 12180

### Receipts:

Electronic receipts will be generated upon completion of payment processing, and will be sent to the registrant thereafter.

### Deadlines:

**All Company Payments are due on  
FRIDAY, SEPTEMBER 9<sup>TH</sup>, 2016**

The suggested **postmark deadline** for all company payments via check is **Friday, September 2<sup>nd</sup>, 2016**. For further inquiries or concerns, please contact us at [oteroj@rpi.edu](mailto:oteroj@rpi.edu).



## Requesting Interview Booths/Rooms:

Companies that register for the Career Fair will have the option to request interview booths/rooms. If your company is interested in requesting interview booths/rooms, please fill out the corresponding section of the company registration form. If you would like to modify the number of booths/rooms or interview times after you register, updates can be made in your company's profile page.

Please be advised that we cannot guarantee the fulfillment of your company's request *if* submitted on either day of the event, and requests are subject to room availability at RPI. Please contact [qil2@rpi.edu](mailto:qil2@rpi.edu) for further questions.

## Requesting Student Volunteers:

The 38<sup>th</sup> Annual NSBE/SHPE Career Fair's Hospitality Committee has recruited a group of enthusiastic student volunteers to assist companies during the event. If you recognize that your company may require additional help, do not hesitate to contact us requesting student volunteers.

Student volunteers may help corporate representatives with small errands, navigating campus, or may attend to your company's other needs throughout the duration of the event. Please be mindful that some students are operating around their Friday course schedule.

In your request for student volunteer, please specify how many students your company may need, and if you would like student volunteers to assist you throughout the duration of the event, or assist your company *only* with Setup and Take Down.

If you have any questions or concerns regarding our complimentary interview booths, student volunteering program, or the lodging information provided on the following page, please contact the Hospitality Committee at [qil2@rpi.edu](mailto:qil2@rpi.edu).

Sincerely,

*Lily Qi*

2016 Hospitality Committee Chair



## Lodging:

Below are the names, addresses, and telephone numbers of hotels within close proximity of Rensselaer Polytechnic Institute. Please call or email for price and room information using the contact information below. RPI does not guarantee vacancy at any of these locations. The two hotels below are the closest hotels and are located within 5 minute drives to the Armory.

<b>Hilton Garden Inn</b> 235 Hoosick Street Troy, NY 12180 (518) 272-1700 <a href="http://www.hiltongardeninn.hilton.com">www.hiltongardeninn.hilton.com</a>	<b>Best Western Plus Franklin Square Inn</b> 1 4 <sup>th</sup> Street Troy, NY 12180 (518) 274-8800 <a href="http://www.franklinsquareinn.com">www.franklinsquareinn.com</a>
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Shown below is lodging locating within a 30 minute drive from RPI's Campus:

<b>Century House</b> 997 New Loudon Road Latham, NY 12110 (518) 785-0931 <a href="http://www.thecenturyhouse.com">www.thecenturyhouse.com</a>	<b>Holiday Inn Express</b> 400 Old Loudon Road Latham, NY 12110 (518) 783-6161 <a href="http://www.holidayinn.com">www.holidayinn.com</a>	<b>Hampton Inn</b> 10 Ulenski Drive Albany, NY 12205 (518) 438-2822 <a href="http://www.hamptoninn.com">www.hamptoninn.com</a>
<b>Comfort Inn</b> 981 New Loudon Road Cohoes, NY 12047 (518) 785-0000 <a href="http://www.choicehotels.com">www.choicehotels.com</a>	<b>Best Western Albany Airport</b> 200 Wolf Road Albany, NY 12205 (518) 458-1000 <a href="http://www.bestwestern.com">www.bestwestern.com</a>	<b>Holiday Inn Express</b> 8 Empire Drive Rensselaer, NY 12144 (518) 286-1011 <a href="http://www.hiexpress.com">www.hiexpress.com</a>
<b>Marriott Albany</b> 189 Wolf Road Albany, NY 12205 (518) 458-8444 <a href="http://www.marriott.com">www.marriott.com</a>	<b>La Quinta Inn</b> 833 New Loudon Road Latham, NY 12110 (518) 640-2200 <a href="http://www.laquinta.com">www.laquinta.com</a>	<b>Quality Inn &amp; Suites</b> 611 Troy Schenectady Road Latham, NY 12110 (518) 785-5891 <a href="http://www.qualityinn.com">www.qualityinn.com</a>
<b>Desmond Hotel &amp; Conference Center</b> 660 Albany-Shaker Road Albany, NY 12211 (518) 869-8100 <a href="http://www.desmondny.com">www.desmondny.com</a>	<b>Fairfield Inn Albany East Greenbush</b> 124 Troy Road East Greenbush, NY 12061 (518) 477-7984 <a href="http://www.marriott.com">www.marriott.com</a>	<b>Homewood Suites by Hilton Albany</b> 216 Wolf Road Albany, NY 12205 (518) 438-4300 <a href="http://www.homewoodsuites.com">www.homewoodsuites.com</a>



## Driving Directions:

### From the West:

Take I-90, the New York State Thruway, to Exit 24. From Exit 24, continue onto I-90 East. Exit onto I-787 North. Take I-787 North to Route 7 East (Bennington/Troy), Exit 9E. Make a right turn onto 15<sup>th</sup> Street at the third street light. Follow 15<sup>th</sup> Street about half a mile to campus. Take the left immediately following the overhead pedestrian bridge. The NSBE/SHPE Career Fair will take place in the Mueller Center directly ahead of you when you take the left.

### From the East:

From I-90 (Massachusetts Turnpike, Berkshire Spur of the New York Thruway), take Exit B1. Continue East (13.5 miles) to the exit for I-787. Take I-787 North to Route 7 East, Exit 9E (Bennington/Troy). Make a right onto 15<sup>th</sup> Street at the third street light. Follow 15<sup>th</sup> Street about half a mile to campus. Take the left immediately following the overhead pedestrian bridge. The NSBE/SHPE Career Fair will take place in the Mueller Center directly ahead of you when you take the left.

### From the South:

Take I-87, the New York State Thruway, North to Exit 23 (Albany/Rensselaer/Troy). At Exit 23, get on I-787 North and follow to Exit 9E, Route 7 East (Bennington/Troy). From Route 7 East, make a right turn onto 15<sup>th</sup> Street at the third street light. Follow 15<sup>th</sup> Street about half a mile to campus. Take the left immediately following the overhead pedestrian bridge. The NSBE/SHPE Career Fair will take place in the Mueller Center directly ahead of you when you take the left.

### From the North:

Take I-87, the Adirondack Northway, South to Exit 7 East. Get on Route 7 headed Eastbound. Continue on Route 7 East up Hoosick Street. At the 4<sup>th</sup> traffic light, take a right turn onto 15<sup>th</sup> Street. Follow 15<sup>th</sup> Street about half a mile to campus. Immediately after the pedestrian footbridge, make a left into the parking lot. The NSBE/SHPE Career Fair will take place in the Mueller Center directly ahead of you when you take the left.

### From Northern New England:

From Bennington, Vermont, follow Route 9 West into New York State where the highway becomes NY Route 7. Continue on Route 7 to Troy. You will descend a long hill and come upon a series of traffic lights. Go straight through the first traffic light, passing the Red Barn Restaurant on the left. Take a left at the second light onto 15<sup>th</sup> Street. Follow 15<sup>th</sup> Street about half a mile to campus. Take the left following the pedestrian bridge. The NSBE/SHPE Career Fair will take place in the Mueller Center directly ahead of you when you take the left.



## Driving Directions:

### From Albany International Airport:

Taxi service is available from the main entrance of the terminal to the RPI Campus. Regular company rate is approximately \$25.00 for one passenger. The charge for each additional person may vary according to which taxi service you use. Leaving the airport, turn left onto Route 155, and follow for 1/10 of a mile. At the traffic light, turn left onto Albany Shaker Road. Get on I-87 North via ramp on the left. Take Exit 7 onto Route 7 toward Troy – stay on Route 7 for 4.8 miles. Once you go over the bridge over the Hudson River, the highway becomes Hoosick Street. Stay straight on Hoosick Street for approximately half a mile till the intersection with 15<sup>th</sup> Street. Turn right onto 15<sup>th</sup> Street. Follow 15<sup>th</sup> Street for several blocks to the Rensselaer campus. Turn left immediately after you pass the pedestrian footbridge.

### From Albany/Rensselaer Amtrak Station:

Taxi service is available in the lobby of the Station to the RPI Campus. The rate is approximately \$20.00 per passenger (Rates may vary according to the taxi service used).

## Parking Instructions:

Please refer to our Campus Map on Page 16 for location details.

Parking will be available in North Lot, the Houston Field House Lots, and the Cogswell Parking Garage. Students and Corporate Representatives will take the Red Hawk Shuttle to the Union Horseshoe and walk to the Armory from there. There will be a designated Red Hawk Shuttle service running from the parking lots aforementioned directly to the Union Horseshoe as well for Corporate Representatives to utilize.

Student volunteers will be available at these locations to offer guidance and assistance. Event signs will direct where to drive for available parking spots as well. Please note that street parking is free on weekends. Please contact the Armory Committee at [osmano@rpi.edu](mailto:osmano@rpi.edu) for any questions you may have, or visit our website for additional details.

Sincerely,

*Omer Osman*

2016 Armory Committee Chair





## Campus Map:







## Center for Career & Professional Development (CCPD):

### Recruiting Overview:

The Center for Career & Professional Development (CCPD) helps to develop relationships between students and employers for full-time, co-op, and summer employment opportunities. Our staff prides itself on providing outstanding services for employers and seeks partnerships with those who are interested in providing enriching and challenging career and work experiences for our students. We welcome participation from all employers – from large Fortune 500 companies, to entrepreneurs, medium-size employers, dot-coms, and small start-up companies. Each year, hundreds of employers visit campus to interview our students and participate in recruiting events. Last year alone, several thousand interviews were conducted at the CCPD Interview Center.

The Center for Career & Professional Development has many services available for employers, which can include: Resume Books, Job Postings (free to post at RPI; small fee to post at multiple schools across the country), Information Sessions, the CCPD Spring Career Fair, Student Programs, and On-Campus Recruiting. If you are interested in recruiting at RPI, please visit the “Employers” link on our website for additional detailed information on how to get started (<http://www.rpi.edu/dept/cdc/>).

### Requesting an Information Session:

If you are interested in hosting an information session prior to the Career Fair, you can make a request with your JobLink account under the “Request New Information Session” tab. If you do not have a JobLink account or have any questions, contact Stephanie Perry at [perrys2@rpi.edu](mailto:perrys2@rpi.edu). Information session requests are subject to availability of campus facilities and resources.

### On-Campus Recruiting (OCR):

The Center has space available in our Interview Center in October and early November if you would like to consider coming back for a day of on-campus interviews. To request a date, you must be registered with JobLink, which is our online recruiting system. If you already have an account, log in at (<http://www.rpi.edu/dept/cdc/index.html>) and use the “CCPD JobLink Login” link. If you do not have an account, you may create one by going through the same steps, and selecting “Register for the First Time at Rensselaer.” Once your account is approved, you may request your interview schedules and recruiting events online.

### Cooperative Education Program:

Since 1945, the Co-Op Program at Rensselaer has been an outstanding source of technical talent for employers—particularly during times of budget constraints! For more information about the program, please contact Dawn Cairns-Weaver, Director of the Co-Op Program at [cairnd@rpi.edu](mailto:cairnd@rpi.edu).

For general inquiries, please call the CCPD at (518) 276-6234 anytime from Monday–Friday between the hours of 8:30AM and 4:45PM EST.



## Frequently Asked Questions (FAQ):

### Will the NSBE/SHPE Career Fair provide food for the corporate representatives?

A continental breakfast will be available beginning at 7:30 AM and concluding at 9:30 AM in the Upper Mueller Center for your convenience. Lunch will be served from 12:00 PM to 2:30 PM in the Sage 2<sup>nd</sup> Floor Banquet Hall on both days as well. There will be alternative options for those who have dietary restrictions. Additionally, we will be offering boxed/to-go meals for a faster, more convenient choice. If only one representative from your company is attending the Career Fair and he/she finds it difficult to leave your company's table during lunchtime, a student volunteer or staff member can bring a boxed lunch to the table. For serious issues, please be sure to contact [greenm9@rpi.edu](mailto:greenm9@rpi.edu) or [basilm2@rpi.edu](mailto:basilm2@rpi.edu).

### When is setup/take-down for the fair?

On Friday, September 30<sup>th</sup>, setup will begin at 8:00 AM while take-down will begin at 3:30 PM. Take-down is required for all companies on Friday, even if they are staying for both days of the event. Items and display pieces should be taken down so that they will be easy to move – as the layout of the tables may change between Friday and Saturday. On Saturday, October 1<sup>st</sup>, setup will begin at 8:00 AM and take-down will begin immediately after the NSBE/SHPE Career Fair ends at 3:30 PM.

### What is EMAC?

EMAC stands for Electronic Media, Arts, and Communications, and is one of the few undergraduate Electronic Media degrees offered in the country. The multidisciplinary curriculum has prepared students for a wide array of jobs including videography, animation, web design, interface design, and graphic arts. To learn more, you can visit <http://www.emac.rpi.edu/>.

### What sets a Lally MBA apart from other MBA programs?

Along with the traditional management functions, our graduates understand technology-based value creation – a unique process associated with growing businesses, products, and systems out of new technology.

### How do I pay for the NSBE/SHPE Career Fair and related fees?

<b>Address to:</b>	<b>NSBE/SHPE Career Fair</b>
<b>Memo:</b>	38 <sup>th</sup> Annual NSBE/SHPE Career Fair
<b>Mail to:</b>	NSBE/SHPE Career Fair 1999 Burdett Avenue Troy, NY 12180

We also accept payments via credit card or from a bank account through PayPal. Please visit the Payment Instructions section on Page 10 of this packet, or contact [oterroj@rpi.edu](mailto:oterroj@rpi.edu) for further

questions, concerns, or inquiries should you encounter problems with paying your invoice.

**When will I be billed for the NSBE/SHPE Career Fair?**

Upon completing the online registration form on the Career Fair website, you will be prompted to select the “Submit” button, which will take into account all applicable information including additional tables and corporate representatives. An invoice will then be generated and emailed to the primary contact person.

**What is the NSBE/SHPE Career Fair’s Federal Tax ID?**

The NSBE/SHPE Career Fair Federal Tax ID is: 47-2783716.

For a copy of our W-9 Tax Form, please contact [oteroj@rpi.edu](mailto:oteroj@rpi.edu).

**Will there be WIFI at the NSBE/SHPE Career Fair?**

On the days of the event, all registered Corporate Representatives will be given a packet containing the information required to connect to our public wireless network.

**Will there be a power supply to our table(s)?**

All tables are equipped with at least two power sources for Corporate Representatives to connect any electrical equipment to. Please keep in mind safe practices when dealing with any electrical equipment.

**What is the NSBE/SHPE Career Fair Telephone Number?**

The Career Fair telephone number is: (518) 217-8577.