Exhibitor Prospectus

Find new talent and build your brand at the largest collegiate career fair in Central Arkansas. The University of Arkansas at Little Rock welcomes you to our 5th annual career fair centered around the industries with the most to offer: engineering and technology.

Visit our website at ualr.edu/eit/career-fair.
Table of Contents

Schedule of Events..........................................................................................................................3
Registration........................................................................................................................................4
Venue ................................................................................................................................................5
Collegiate Attendance .......................................................................................................................5
Directions ...........................................................................................................................................6
Parking ...............................................................................................................................................7
Our History ........................................................................................................................................8
EIT Leadership ..................................................................................................................................9
EIT Majors .........................................................................................................................................10
The Resume Book ..............................................................................................................................13
Shipping ............................................................................................................................................13
Inclement Weather Policy ...............................................................................................................13
Schedule of Events

Career Week is February 4-11 2016 at UALR EIT! For the past 5 years, the Society of Women Engineers (SWE) has hosted a career fair for our students as a way to award them for all of their hard work. This is such a great way for students to network and meet potential employers face-to-face. We’ve had tremendous success in the past and continue to keep doing so. Here’s the schedule of events designed to prepare our students for your arrival and to assist them with finding employment:

**Tips from the Inside: How to Prepare for your interview**  
*Thursday, November 19, 12:00-1:00 – EIT 203*

The skills workshop aims to give our students the best chances for attaining a job at the career fair. Company representatives volunteer to give advice and answer questions in a short lunchtime session with interested students. Dress code is casual.

**Meet & Greet**  
*Wednesday, February 10, 6-7:30 PM – EIT Building*

The Meet & Greet is a chance for employers to show up and casually meet the students before the more-formal career fair the next day. Students can chat about interests and job opportunities with the representatives over light refreshments. Dress code is business casual.

**Career Fair**  
*Thursday, February 11, 12-4:00 PM – Jack Stephens Center – Upper Concourse*

The Career Fair is the main event. Students can hand out resumes to interested companies. Company representatives are provided with a booth and have the option to customize specifications with our career fair committee. We provide lunch and a hospitality suite through our campus catering services. Company representatives have access to an onsite interview room (if specified) to interview candidates immediately if desired. Dress code is business formal.
Registration

Visit ualr.edu/eit/career-fair/exhibitors to register and access useful documents, links, and other information.

Registration Process

1. Visit ualr.edu/eit/career-fair/exhibitors and register via the online form.
2. **Optional**: If you represent a for-profit institution and are unable to pay the registration fee, fill out the Waived Registration Fee Application. You can access this at ualr.edu/eit/career-fair/exhibitors/waiver.
3. Receive an email copy of your registration. If you have any changes, email Lottie Richardson at lprichardson@ualr.edu.
4. Within 48 hours, receive an email confirmation from the career fair chair. This email will include an invoice for the registration fee if applicable.
5. Pay the registration fee. See details under ‘Registration Fee’.
6. Updates regarding the 2016 UALR EIT Career Fair will be sent via email.

Registration Fee

Registration fees aid SWE in offsetting the costs of hosting the EIT Career Fair. Fees include Wi-Fi access and an interview room. Access to electricity is available upon request.

- **For-Profit/Corporate Institutions**: $50
- **Non-Profit/Not-For-Profit/Academic Institutions**: Free

We want all companies interested in attending the career fair to be able to attend. If for any reason your for-profit institution is unable to pay the fee, please fill out the Waived Registration Fee Application online. You can access it at ualr.edu/eit/career-fair/exhibitors/waiver. You’ll be quickly notified if approved.

If applicable, you will receive an invoice for the registration fee in your registration confirmation email. Please make checks payable to our student organization sponsor **UALR Society of Women Engineers**. Mail to:

UALR
EIT Office of Student Services
2801 S University Ave
EIT 118
Little Rock, AR 72204
Venue

Thanks to the large support and participation from local institutions, our event has significantly grown over the last four years. Like before, the Meet & Greet will be held in the EIT building (specific location TBA). Directions and Parking information are outlined below.

The job fair will be held in **Jack Stephens Center – Upper Concourse**.

When you reserve a booth for the job fair this includes:

- Table (size specified in registration)
- Two chairs

Setup

You may begin setup at Jack Stephens Center beginning at **10:00 AM**.

Hospitality Suite

Lunch is provided for exhibitor representatives in the Legends Room of Jack Stephens Center. There will be vegetarian options. The Legends Room contains seating, tables, and electric outlets. Should you have any dietary restrictions, please indicate so on your registration.

Our campus catering services will have lunch ready to serve at **11:00 AM**.

Collegiate Attendance

We’re expanding the attendance for the job fair in 2016. Students from the following institutions will be invited to attend the 2016 UALR EIT Career Fair:

- University of Arkansas at Little Rock
- Arkansas Tech University
- University of Central Arkansas
- Harding University
- Henderson University
- Ouachita Baptist University
- Hendrix College
- Southern Arkansas University

If you would like to invite any candidates or additional universities to visit your booth at the 2016 UALR EIT Career Fair, feel free to do so or notify Lottie Richardson (lprichardson@ualr.edu). Non-UALR students will be charged a $5 registration fee, which can be paid via cash or credit/debit card at the registration table at the event.
Directions

The University of Arkansas at Little Rock is located at:

2801 S University Ave
Little Rock, AR 72204

The Workshop and the Meet & Greet will be held at the George W. Donaghey College of Engineering and Information Technology. Signs will be present and assistance will be provided to exhibitor representatives if needed.

The Career Fair will be held at Jack Stephens Center – Upper Concourse. Signs will be present and assistance will be provided to exhibitor representatives if needed (unloading boxes, transporting equipment, etc).
Parking

Parking for the **Meet & Greet** is in **Open Lot 13 West**. Parking in this lot is open, and students will be on-site to assist. We can provide a shuttle service if needed.

Parking for the **Job Fair** is in **Open Lot 16**. This allows access to the concourse level. There will be students on-site to assist with any move-in needs.

From I-630 East or West, take the University Avenue exit and proceed south. At the intersection of University Avenue and 28th Street, turn left. The Jack Stephens Center will be on the left, which is where you should park.
Our History

The University of Arkansas at Little Rock is a metropolitan research university that provides accessibility to a quality education through flexible learning and unparalleled internship opportunities. At UALR, we prepare our more than 11,800 students to be innovators and responsible leaders in their fields. The university’s location in the state’s center of government and business makes it a catalyst for teaching, learning, and research in the service of our local and global community.

Our programs at the George Donaghey College of Engineering and Information Technology (EIT) are built around forward-thinking precepts, meaning our graduates are prepared to immediately succeed in construction-, engineering- and technology-focused careers – whether working for themselves or at a leading company – as well as in graduate programs at top universities.

EIT is also home to eight cutting-edge graduate programs including doctoral degrees, masters of science degrees and graduate certificates – all focused on strategic areas of commerce and research directly relevant to 21st Century success.

We’ve now begun our sixth academic year in our six-story, 115,000-square-foot EIT Building, which was designed and built to promote students’ success in learning and research. And our home in the middle of Little Rock – Arkansas’s capital city – also provides employment and cultural opportunities found nowhere else in the state.

In 15 years, EIT has become a true center of academic excellence, recognized by U.S. News and World report as having one of the top undergraduate engineering programs at a public university in the South.
Leadership

A lot of work and preparation goes into this event. We’d like to recognize them here. If you have any questions while you’re on campus, feel free to reach out to these individuals.

Faculty & Staff Leaders

Dr. Lawrence Whitman
Dean
lewhitman@ualr.edu
office: (501) 569-8188

Vernard Henley
Assistant Dean
vwhenley@ualr.edu
office: (501) 569-8203

Jennifer Moody
Director of Student Services
jlmoody@ualr.edu
office: (501) 683-7115

Student Committee

Lottie Richardson | Chair
Junior | Mechanical Systems
lprichardson@ualr.edu
cell: (501) 952-5639

Colton Haney | Co-chair
Senior | Mechanical Systems
cwhaney@ualr.edu
cell: (501) 551-6116

Autumn Rouse (Senior – Computer Systems) – Engineering Representative
Kari Payton (Senior – Mechanical Systems) – Engineering Representative
Lyndsay Eddy (Senior – Information Science) – Computing Representative
Thomas Morris (Senior – Information Science) – Computing Representative
Kwanzaa Spears (Junior – Construction Management) – Construction Representative
William Rech (Junior – Civil & Construction Engineering) – Construction Representative
Charlie Pitman (Senior – Information Science) – Hospitality Committee Lead
EIT Majors

The George Donaghey College of Engineering and Information Technology offers a broad range of majors. Here’s a brief summary for each major you may come into contact with during the events.

**Systems Engineering**

Systems engineers bring together all engineering fields, creating the “big picture” for accomplishing goals and managing complex structures. The Systems Engineering program is designed to provide a broad-based education in the design and analysis of complex systems, offering four options for specialization: computer systems, mechanical systems, and electrical systems.

**Computer Science**

The department offers courses covering a wide range of topics in Computer Science, including programming and programming languages, data structures and algorithms, assembly language, computer architecture, networking, operating systems, compilers, software engineering, file structures, database systems, graphics, artificial intelligence, and theory of computation. The department seeks to prepare students both for careers in the computing industry and for advanced study in Computer Science.

**Information Science**

The Information Science Program at UALR is designed to produce graduates who can apply analytical, problem-solving and computer skills to the analysis and design of information system and apply the perspective of the user and organizational aspects to information systems and technology. Graduates are skilled in the management of information and understand how technology and information converge to serve the interests of individuals and society. Graduates are effective in a variety of roles in the IT field such as team members and leaders. Graduates are proficient in written and oral communication and are able to apply professional ethical standards in their work and to understand their importance. Graduates are ready for life-long learning to maintain their technological currency.
E-Commerce

This is an exclusive program within the state and is available as only one of five programs in the nation. The E-Commerce program extends across several challenging disciplines including quantitative reasoning, information science, business, and several specialization options in addition to the core curriculum.

Construction Management

The construction management program is an interdisciplinary baccalaureate degree program that builds upon construction methods, engineering techniques, and business courses offered in the Donaghey College of Engineering and Information Technology and the College of Business. The integrated curriculum provides a foundation for the capstone courses offered in the senior year and the required passage of the associate level of the Certified Professional Constructor exam.

Civil & Construction Engineering

Civil engineers design infrastructure and public works that support transportation, commerce, and public health. Construction engineers design and manage the processes that allow projects to be built. Through required and elective courses, UALR’s program exposes students to all of the major areas of civil engineering, including: materials engineering, geotechnical engineering, geomatics engineering, structural engineering, water resources engineering, environmental engineering, transportation engineering, and construction engineering and management.

Architectural & Construction Engineering

Architectural engineering and construction engineering are specializations within the broader discipline of civil engineering. Architectural engineers design buildings intended for human occupancy or habitation, e.g., office buildings, apartment buildings, condominiums, schools, hospitals, arenas, stadiums, etc. Construction engineers design and manage construction processes. UALR’s program focuses on: building mechanical systems, building electrical systems, building structural systems, and construction engineering and management.
Engineering Technology

The engineering technology discipline emphasizes hands on learning and practical aspects of engineering. It stresses the understanding and application of established engineering principles to design, fabricate, and test electronic and mechanical components and systems. Engineering technology is a creative blend of the physical sciences, engineering knowledge, methods, and technical skills that support engineering activities. Engineering technology courses emphasize application of engineering principles to analyze and solve industry type problems. Engineering Technology is offered in two disciplines: mechanical and electronics/computer.

Earth Science

The Earth Sciences programs at UALR are designed to provide students with knowledge of the various Earth systems and to help them develop their scientific skills. Our students learn to conduct and interpret scientific research and to successfully communicate scientific information. The major includes a rigorous, balanced core of courses and a diverse array of elective coursework, both of which include active lab and field experiences.

Environmental Engineering

Environmental engineers design infrastructure, public works, and processes that protect the environment and public health. Through required and elective courses, UALR’s program exposes students to all of the major areas of environmental engineering, including water resources, air resources, and land resources. Environmental engineers analyze and control how substances travel through air, water, and soil, they study the chemical reactions that take place during transport, and they determine the ultimate fate of those substances in order to solve societal problems involving the environment and public health.

Web Design and Development

Responsive web sites and mobile apps are efforts that are being undertaken by many industries and disciplines today, from healthcare to retail to virtually any industry which has a need to communicate with its stakeholders. This is an interdisciplinary program designed collaboratively by faculty from the Department Art (CALS), Rhetoric and Writing (SSC), Mass Communication (SSC), Information Science (EIT) and the Information Technology Program; opportunities extend to recent graduates in web design and development to enhance the web user’s experience.
The Resume Book

Our students will have an opportunity to submit their resumes early.

As an exhibitor in our career fair, you’ll have access to this book. The resumes are organized by major and classification.

This should help you distinguish the candidates you’re most interested in.

Feel free to contact the students before to career fair to encourage them to stop by your booth or talk to you at the Meet & Greet. If you reserved an onsite interview room at the Career Fair, you can schedule interviews in advance for candidates you’re interested in that submitted their resume.

Shipping

If you’d like to ship supplies beforehand to the university, you may do so. Please ship all items to the following address:

UALR
EIT Office of Student Services
2016 UALR EIT Career Fair
2801 S University Ave
EIT 118
Little Rock, AR 72204

For return shipping, we will transport boxes with complete shipping bill to Mail Services, which will contact the appropriate shipper for pick-up on the following day (February 12, 2016).

Inclement Weather Policy

The events of the 2016 UALR EIT Career Fair hinge on the university being open. Should we encounter inclement weather and the university closes, the events scheduled during the closure will be cancelled.

The university is required to alert the public by 7:00 AM for all daytime closures and by 2:00 PM for nighttime closures (this would affect the Meet & Greet).

You will be notified via email in all cases of university closure. If the university does not close, the events will go on as scheduled.