

# Auburn University Part-Time Job Fair

Career Development Services • 303 Martin Hall • Auburn, AL 36849-5139 • 334-844-4744 • FAX: 334-844- 3878 • [www.auburn.edu/career](http://www.auburn.edu/career) • [hire.auburn.edu](mailto:hire.auburn.edu)

## **CANCELLATION POLICY**

Please understand that we are reserving a space for you and should you have to cancel, please call the Career Development Services (CDS) office as soon as possible at (334) 844-3876 and ask to speak with Leigh Alexander, Special Events Registration Manager. An e-mail must be sent to Leigh Alexander at [alexleb@auburn.edu](mailto:alexleb@auburn.edu) explaining that you are officially canceling your organization's participation in the event. Leigh will send you an e-mail confirming your cancellation. It is important to keep a copy of this communication as documentation for future reference. We appreciate your cooperation and support in our programs!

## Costs

**Registration Fee:** There is no registration fee. We are glad to provide this program at no charge and appreciate your participation. You may register up to a maximum of two (2) representatives to attend.

**Date and Time**  
**Wednesday, August 26, 2009**  
**10:00 am - 2:00 pm**

## Location

**Auburn University – Student Center**  
255 Duncan Drive  
Auburn, AL 36849-5129  
334-844-1300  
334-844-2354 (FAX)  
[www.auburn.edu/deanofstudents](http://www.auburn.edu/deanofstudents)

## Schedule

**\*Please arrive on time and be ready to see students at the start of the event (10:00 a.m.). If not present by 10:30 a.m., you will be considered a “NO SHOW”. Your space can be assigned to another organization.**

8:00 am -10:00 am	Representative Registration and Space Setup
10:00 am - 2:00 pm	Part-Time Job Fair open to Students
2:00 pm	Part-Time Job Fair ends

**\* Please plan to stay until 2:00 pm. The time has been publicized and students expect company representatives to be available up until this time.**

## Space and Equipment

One 3x6 foot table and one chair will be provided per organization. Your display needs to fit within space provided! **Electricity will be available! Please bring your own extension cords and power strips.**

## Display Guidelines

- Space is limited. **No Additional Space Can Be Provided.**
- Do not bring huge displays, furniture, or equipment.
- Do not rearrange your table, occupy an adjacent vacant table or move to another location without approval from Melvin K. Smith, Special Events Coordinator. Staff will be available to help you Relocate and move your materials, if needed.

## Parking

**Please park in the Stadium Parking Deck located at the corner of Duncan Drive and Roosevelt Drive. Directions:** From College Street, turn West on to Samford Avenue making sure you pass in front of the Rouse Life Sciences Building on the right. Go to the four (4) way stop, cross through Mell Street and continue down Samford Avenue until you get to the traffic light. At the traffic light (Telfair B. Peet Theatre is on the right), make a right onto Duncan Drive. Continue down the BIG hill on Duncan Drive then up the small hill for approximately 250 yards. The parking deck is on the left. This is the **ONLY** place to park without a parking permit. The Parking Services Department has agreed not to ticket the cars in the lot the entire day. Make sure you park between two (2) white lines!

**NOTE:** US Highway 29 from I-85 becomes South College Street as well as Alabama 147 from US Highway 280 becomes North College Street.

Guest parking permits are available for the other campus lots through the Auburn University (AU) Parking Service Department at no cost. You need to make arrangements to arrive early (the day before) to get a permit. The Parking Department is open 7:15 a.m. until 4:15 p.m., Monday through Friday, and can be contacted at 334-844-4143 with questions. Their office is temporarily located in a trailer at the west end of Allison Physics Labs, 351 Duncan Drive.

**Our best recommendation is to take advantage of the parking we have available in the Stadium Parking Deck!**

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## **Parking (Continued)**

You must follow all parking rules and regulations set forth by the AU Parking Service. The Career Development Services office can not be responsible for tickets that are received while parked on campus, nor wheel-locks and towing fees as a result of parking.

## **Travel Directions**

**Traveling from Columbus:** travel north on I-185. Take US Highway 80/Phenix City exit to US Highway 280. Turn right (west) on Highway 280 and proceed to I-85, at Opelika. Travel south on I-85, 10 miles to exit #51. Turn right on to US Highway 29 north.

**NOTE:When making travel arrangements through Atlanta or Columbus, GA, please remember that Auburn University is on Central Time and Georgia is on Eastern Time.**

## **Site Map**

Go to the following url: <https://oitapps.auburn.edu/campusmap/>

The Auburn University Interactive Campus map includes the Hotel at Auburn University and Dixon Conference Center. At the bottom of the page are links to a printable campus map, driving directions to Auburn, and a list of current road closings on campus.

## **Site Contact**

Melvin K. Smith, Special Events Coordinator, Career Development Services, Auburn University, 303 Martin Hall, Auburn, AL 36849-5139, 334-844-4744.

In case of an emergency or if assistance is needed on the day of the event, please call the Career Development Services office at 334-844-4744.