UIC Engineering Career Center Pop-Up Information

What:
A Pop-Up is a tabling recruitment event on campus. It is a great casual event to recruit students, increase your company’s brand visibility on campus, or promote an upcoming company event, competition, etc. Pop-Up events are free, but do require some collaboration with the Engineering Career Center (ECC) to ensure your Pop-Up is well organized and well attended.

Time:
The ECC typically recommends Pop-Ups to be hosted from 10am-2pm. Passing periods are on the 45-minute on the hour so that gives employers four passing periods during that duration. You are welcome to modify the start/end time as you need to.

Location:
We host Pop-Ups outside of high-traffic student locations such as outside of the Computer Science Student Lounge, the first-floor lobby of the Mechanical/Civil/Industrial Engineering building, etc. You will work with the ECC to determine the best location for your company to recruit on campus.

Parking:
The ECC will cover parking for any employer that drives to campus. Parking is located in the Halsted St. Parking Garage. We will give you validation sticker(s) at your table when you arrive.

Provided:
We will provide companies with one table (7 ft), 2 chairs, Wi-Fi codes, and some bottles of water.

What to Bring:
Company banners, tablecloth, position description hand-outs, event flyers, business cards, giveaways, snacks (always helps!). If you need the ECC to print anything, or if you run out of hand-outs, we are happy to print more for you.

Lunch:
**UIC does not provide lunch for Pop-Ups.** We recommend bringing 1-2 representatives with you for your Pop-Up so you can break each other for lunch. Pop-Ups can get busy! We have a lot of lunch options in nearby Student Center East (Subway, Chick Fil-A, Panda Express, Dunkin Donuts, etc.).

Marketing:
The ECC will promote your presence on campus through targeted email blasts, our weekly newsletter, the events portion of our website, flyers, and social media. We will also alert all relevant student organizations (ACM, SHPE, NSBE, SWE, ASCE, ASME, IEEE, etc.) about your Pop-Up so they may share with their membership as well.

Contact Information:
The ECC will stop by periodically to check with employers throughout the duration of the Pop-Up. We will also provide employers with a staff member’s cell phone during your Pop-Up should any needs arise.

Ready to Schedule your Pop-Up?
- If you are recruiting **Computer Science, Computer Engineering, Bioengineering, and Civil Engineering students**: contact Michelle Mittelman at mittel@uic.edu to schedule.

- If you are recruiting **Mechanical, Industrial, Electrical, and Chemical Engineering students**: contact Eliana Riley at eliana@uic.edu or Jonna McHugh at jonnac@uic.edu to schedule.
Maps

= Best SELE Entrance (see photo)
- Make a right and go up the stairs

= Parking (entrance on Taylor St.)

Student Center East