



Construction Management

Employer Information

Spring 2024 Career Fair

Monday, February 19, 2024

2:00 PM – 4:30 PM

We welcome you to our beautiful NAU campus. Please bring a re-fillable water bottle to stay hydrated at our higher elevation. We will provide a water station and light refreshments.

COVID PROTOCOLS

Please follow current CDC guidelines www.cdc.gov. Follow safe practices such as wearing a mask, using hand sanitizer, and avoiding overcrowding. Students may not wish to shake hands.

LOCATION [NAU CAMPUS INTERACTIVE MAP](#)

Northern Arizona University, Du Bois Ballroom, building 64, 2nd floor.
306 E. Pine Knoll Dr., Flagstaff, AZ 86011

HOURS/AGENDA FOR MONDAY, FEB. 19TH

- 1:00 PM - Employer Check-In Du Bois Ballroom. Each representative must check-in at the registration table in the ballroom.
- 1:00 – 1:45 PM - Set-Up. If you shipped items in advance, they should be at your table.
- **2:00 PM – 4:30 PM - Career Fair**
- 4:30 PM - 5:00 PM - Booth Breakdown, if leaving the event. If you are planning to conduct interviews that evening or the following morning, you can leave your non-valuables at your booth.
- 5:30 – 8:00 PM Ballroom available for interviews.

HOURS/AGENDA FOR TUESDAY, FEB. 20TH

- 8:00 – 12:00 pm Ballroom open for interviews.

EVENT PARKING

Parking is limited. We recommend pulling up to the front of the Du bois building (#64) and allowing our student volunteers to bring your items up to the ballroom for you. They will put your items at your assigned table.

UNEXPECTED DELAYS

Winter weather in No. Arizona can cause hazardous road conditions, delays, and road closures. Allow for extra travel time. For the latest information on weather conditions and any significant road restrictions prior to your departure, please check:

NOAA for weather information: <https://www.weather.gov/fgz/>

ADOT for road conditions: <https://azdot.gov/projects/current-road-restrictions>

SHIPPING INSTRUCTIONS

Send your out of state company shipments to our department and we will bring them to the career fair for you. **Bring your own return shipping labels to the career fair.**

| | |
|---|--|
| Fed EX: NAU CEIAS Attn: Cami Iacona 45600 S. McConnell Dr. Bldg. 69, Rm 122 Flagstaff, AZ 86011 | UPS: NAU CEIAS Attn: Cami Iacona, 2112 S. Huffer Lane, EGR Bldg. 69, Rm 122, Flagstaff, AZ 86011 |
|---|--|

DISPLAY SIZE LIMITS & ELECTRICITY

Displays should occupy a space which fits on a 6' x 5' footprint. Each employer should be respectful of neighboring employers by staying within their designated space allocation. There will be electricity.

HOTEL INFORMATION

For your stay, the Flagstaff Visitor Center website contains a comprehensive list of local hotels/motels and attractions. <https://www.flagstaffarizona.org/plan-your-trip/visitor-center/>

PAYMENT INFORMATION

Event fees are due upon receipt of invoice or no later than February 19, 2024. We are not able to process credit card payments. Payment by check will be accepted at the event.

Please make checks payable to: NAU Foundation

MAIL PAYMENT TO:

NAU Construction Management
Attn: Cami Iacona
2112 S. Huffer Lane
PO Box 15600
Flagstaff, AZ 86011

CANCELLATION INFORMATION

Please be aware that once your payment has been received and processed, we are not able to issue a refund. We will issue a credit to your account to be used at future events.

EVENT DIRECTIONS & PARKING PASS: [NAU CAMPUS INTERACTIVE MAP](#)

Directions - From I-17 Northbound

- Take exit 341 to E. McConnell Dr.
- Turn right onto E. McConnell Dr.
- Turn immediately right onto E Pine Knoll Dr.
- Turn left after the Rolle Activity Center
- Proceed through the parking lot 45 to the front of the Du Bois Center

Location & Parking

The Du Bois Center is located at 306 E. Pine Knoll Dr., behind the Rolle Activity Center.

CM guests may register for a digital parking pass by visiting <https://nau.pmreserve.com/> (step by step instructions are provided below). Here is your parking code: **FY242910380f25**

The closest parking lot to the Du Bois Center is lot P44, P45, P45A and P63. However, your parking pass is valid in any employee parking lots (blue). When parking, please park with your license plate facing outwards.

Maps are enclosed below to assist with your arrival and parking.

Friendly Reminders – How to avoid getting a parking citation

NAU Parking Services is rather strict on their parking guidelines and rules, please read the following common errors made, to avoid getting a parking warning or citation. Please visit their [website](#) for more detailed regulations.

CM Dept. is not responsible for any citations received and will not pay or reimburse for any parking citations

- It can take up to two hours for the pass to become effective, please plan accordingly.
- Park with your license plate facing out, we recommend NOT pulling through unless you have a matching front license plate.
- This parking pass is only valid for NON NAU registered vehicles (no student, staff, or faculty vehicles).
- If you have a rental vehicle always double check the license plate state.
- Do not enter spaces when entering license plate number.

If you've completed the digital parking pass and realize you entered something incorrectly, contact NAU Parking Services Dispatch at (928) 523-9066 as soon as possible.

Need Additional Assistance?

CEIAS Front Desk Staff: Call us: (928) 523-2704, Email us: ceias@nau.edu

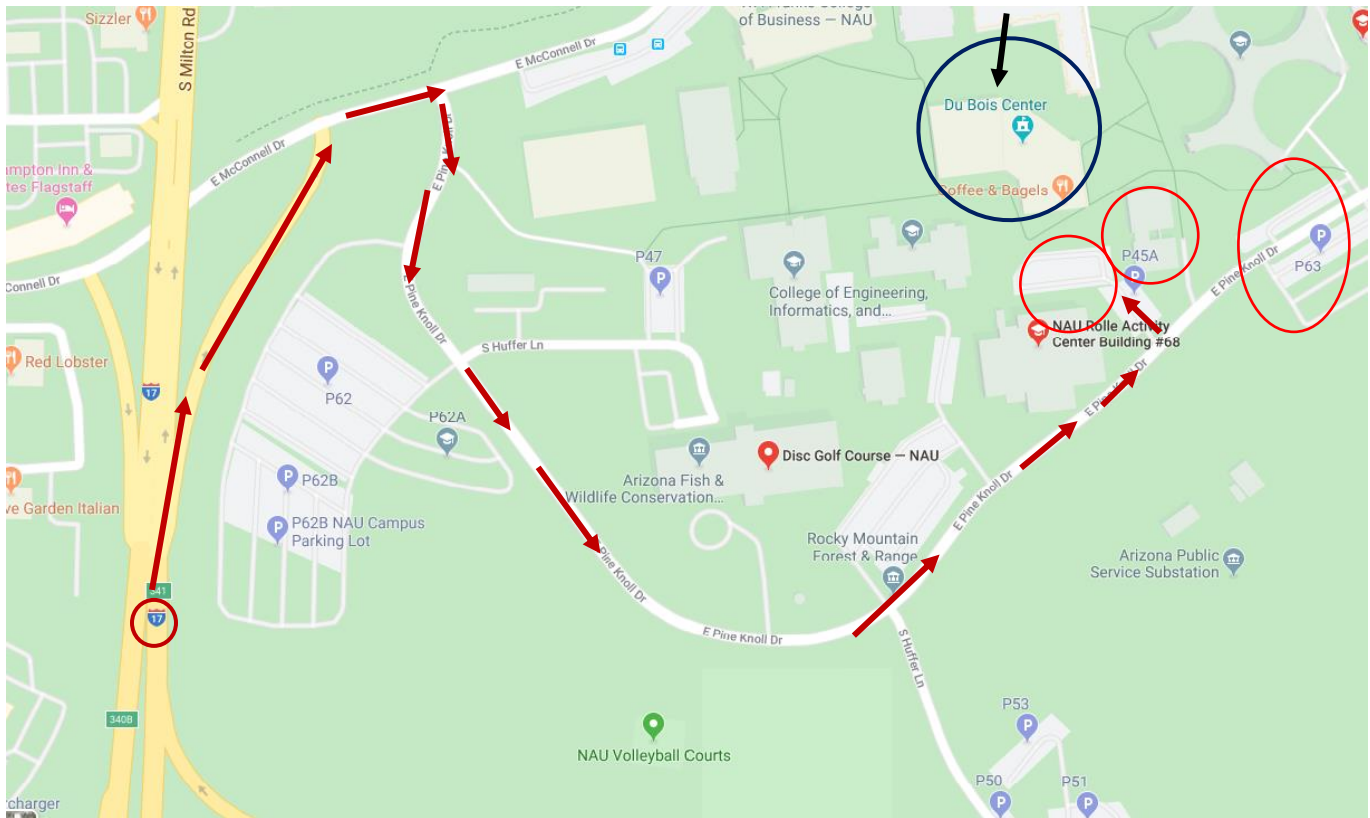
NAU Parking Services: Main Line: (928) 523-6623, Dispatch: (928) 523-9066

Email: ask.parking@nau.edu

Interactive Campus Map - [NAU INTERACTIVE CAMPUS MAP](#)

Driving/Direction Map & Parking Map Parking Lots are circled in red.

Career Fair Location



Open <https://nau.pmreserve.com/> You should see the following:

A screenshot of the ParkMobile Parking Reservations page for NAU Parking. The page has a green header with the ParkMobile logo and "Parking Reservations". On the left, there is a sidebar with "My Order" and "Facility: Northern Arizona University". The main content area is titled "NAU Parking" and contains fields for "Select Entrance Date", "Select Exit Date", "Select Entrance Time", "Select Exit Time", and "Service Option". The "Service Option" is set to "Standard Auto". At the bottom, there is a green footer with the ParkMobile logo and the text "Questions? Call us at (866) 330-7275".

Please enter the date and times of your visit. While it does say hour, it is utilized like a clock.

Next, you will see this screen:


The screenshot shows the ParkMobile 'Parking Reservations' interface. On the left, a 'My Order' sidebar lists: Facility (Northern Arizona University), Type (NAU Parking), Date & Service Option (01/21/2022 2:00 AM - 01/28/2022 3:30 PM, Standard Auto), and Select Service (highlighted). The main area is titled 'Select Service' and prompts the user to 'Enter Access Code(s) Below'. It includes a text input field with the placeholder 'Type first code here', an 'Update' button, and a 'Back' button. To the right is a large NAU logo with the text 'NORTHERN ARIZONA UNIVERSITY' and a 'click / tap to enlarge' instruction. The bottom green banner contains the ParkMobile logo and the text 'Questions? Call us at (866) 330-7275'.

Please enter the access code you have been provided, then click update. **FY242910380f25** IT IS CASE AND SPACE SENSITIVE.

Next, select Add to Cart:

This screenshot shows the same ParkMobile interface as the previous one, but with additional details. The 'Access Code(s)' input field now contains the code 'FY242910380f25'. Below the input field, the 'Update' button is visible. A new section titled 'Daily Parking (Department Paid) *' is shown, indicating the 'Employee Zone at Northern Arizona University' with a location pin icon. It includes a 'Quantity' dropdown set to '1' and a note: 'You do not need to print your permit. Please make sure your license plate on your order matches the vehicle you bring to campus. License Plate Number must face drive aisle.' Below this, it states '\$0.00 includes all applicable fees & taxes'. A footnote reads '* Indicates Access Code Restricted Product(s)'. At the bottom, there are two buttons: 'Back' and 'Add to Cart', with the 'Add to Cart' button circled in red. The NAU logo and bottom banner remain the same.

The next screen you will see will request your information to authenticate your parking.

 **ParkMobile®**

Parking Reservations

Checkout

Finalize Order

Order Summary

Finalize Order

| Item Description | Price |
|--|---------------|
| Daily Parking (Department Paid) Jan 21, 2022 2:00 AM PST - Jan 28, 2022 3:30 PM PST Employee Zone at Northern Arizona University <small>You do not need to print your permit. Please make sure your license plate on your order matches the vehicle you bring to campus. License Plate Number must face drive aisle.</small> | |
| Item | \$0.00 |
| Total: | \$0.00 |

Note about ePermit:
This option allows you to print your permit at home or display on your mobile device where available. Keep this permit in a safe place as you would money. Parkmobile is not responsible for any inconvenience caused by unauthorized duplication. In the event that duplicate copies appear, the operator reserves the right to refuse entry to all permit holders and may credit the original purchaser the face value which will constitute full remuneration.

Billing Information

Note: Required fields are marked with an asterisk (*)

Billing Details

First Name *


Last Name *

Street Address Line 1 *

Street Address Line 2

City *

Please enter all red asterisked fields, then click Complete Purchase:



Questions? Call us at (866) 330-7275

Vehicle Information

Please provide information on your vehicle

Vehicle Make *
Chevy, Ford, Toyota...

Vehicle Model *
Volt, F150, GT-86...

Vehicle Color *

Vehicle Plate *

Vehicle State/Province *

Create User Account


Access your orders from our microsite and complete future orders more quickly. Click the checkbox below to set up your account. The next time you visit, login to your account using your email address and password. Skip this step to complete your purchase without creating a user account.

☐ Create Account?

Terms & Conditions

☐ I have read and agree to the Parkmobile [Terms & Conditions](#).

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

Complete Purchase ▶

Finally, you will arrive to an Order Summary confirming your digital parking pass:

While these instructions inform you to print this summary, there is no need. Our parking passes are digital, and it is connected to your car's license plate number (however, it may take up to two hours to process).

Please contact us directly shall you have any questions or issues obtaining your parking pass.

P: (928)523-9680 Email: ceias@nau.edu

If the parking pass has already been issued and you notice an error or correction that needs to be made, please contact NAU Parking Services Dispatch directly at (928) 523-906.