Gaining Experience

Career Services
402.472.3145
unl.edu/careers
Seek Part-Time Jobs and Internships

Career Services advertises a wide variety of jobs on- and off-campus. Find current job descriptions and application instructions at unl.edu/careers/experience.

On-Campus Jobs

Training, flexible schedules and competitive wages are just a few benefits you may expect from an on-campus employer. Each UNL department hires independently for student openings and will have specific instructions for applying.

Work-study jobs are partially funded by federal financial aid. UNL Scholarships and Financial Aid (financialaid.unl.edu) awards work-study as part of your federal financial aid package. With work-study, you may apply for any on-campus job, and once selected, you will earn the award through a paycheck for the hours you work. Be sure to make your hiring department aware of your work-study award.

Off-Campus Jobs

Many employers in the Lincoln area depend on UNL students to make their organizations run. Lincoln offers employment opportunities in government, health and human services, retail, food services, technology, and many other industries.

Tips to Apply

Develop a resume and have it reviewed by Career Services.

Log in to Husker Hire Link (unl.edu/careers) to search part-time job and internship listings.

Use online resources and directories found on the Career Services website.

Consider organizations you frequent as potential employers.

Approach organizations of interest.

Attend career fairs to meet employers.

Participate in on-campus interviews.

Experience Matters

Part-time jobs, internships, student organizations, study abroad, volunteerism, and research allow you to:

- Develop skills.
- Enhance learning.
- Clarify career interests.
- Establish references.
- Build a network.
- Gain a competitive edge.
**Planning Your Experience**

A successful internship is a well-planned experience that meets the needs of both intern and employer.

---

**Learning Objectives**

Develop specific goals or learning objectives. Completing a Memorandum of Understanding (MOU) with your supervisor will help clarify expectations.

**Academic Credit**

To earn academic credit for your internship, you must first obtain approval from a faculty sponsor. A completed Academic Credit Contract will outline the course requirements. Enroll in the course. Regular tuition and fees will be incurred.

---

The Memorandum of Understanding and Academic Credit Contract are available at [unl.edu/careers/gain-experience](http://unl.edu/careers/gain-experience).

**EDPS 496/896** - Career Services offers an opportunity for academic credit through an internship course in the Department of Educational Psychology. Contact Career Services for more information on this option.

---

**Other Opportunities to Gain Experience**

**Undergraduate Creative Activities and Research Experience (UCARE).** Participate and collaborate with UNL faculty/staff in research or creative activities.

[unl.edu/ucare](http://unl.edu/ucare)

**Student Organizations.** Grow as a leader and team member. UNL offers hundreds of organizations in a wide variety of interest areas.

[involved.unl.edu](http://involved.unl.edu)

**Service Learning/Civic Engagement.** Engage with UNL faculty, staff and students to make a positive impact in the UNL and Lincoln communities and beyond.

[engage.unl.edu](http://engage.unl.edu)

**Education Abroad.** Gain independence, develop communication skills, and learn about other cultures while taking courses abroad.

[educationabroad.unl.edu](http://educationabroad.unl.edu)
On the Job

Develop a Positive Professional Reputation
- Show enthusiasm and initiative.
- Maintain professional relationships with co-workers and clients.
- Seek and accept constructive feedback.
- Observe rules on phone and computer usage and dress.
- Assume responsibility for and take pride in your work.

Rights and Responsibilities
Student employees and interns have rights and responsibilities. Note these basic guidelines and ask questions relevant to your unique situation.

Communication. Keep your supervisor informed of your progress. Talk honestly and professionally if you are experiencing any difficulties.

Confidentiality. Maintain confidentiality about your employer, customers and co-workers.

Liability. Understand legal liability issues related to your work site and activities. Get details from UNL Legal Services at asun.unl.edu.

Harassment. Treat co-workers and others on the job politely and professionally. Alert your supervisor if you feel harassed.

Accommodations. If you have a disability, tell your employer the accommodations you need to successfully complete your work. Employers must provide reasonable accommodations.

If you are uncomfortable or unsure how to address an issue, contact Career Services to explore options and possible measures.

Husker Hire Link

Husker Hire Link is a free online resource where UNL students and alumni can connect with employers.

Our site allows you to:
- Post and send resumes to employers.
- Search jobs, internships and employers.
- Request on-campus interviews.
- Stay up-to-date on career opportunities.

unl.edu/careers/hhl

GET IN TOUCH

Walk-ins, weekdays 10 a.m. - 4 p.m.
By appointment, weekdays 8 a.m. - 5 p.m., scheduled by phone or via MyPLAN on Blackboard.

225 Nebraska Union
402.472.3145
unl.edu/careers

Additional Locations:
Career Services at CBA in CBA 138
Career Services East in 303 Nebraska East Union