

# Career Connections Internship

## What would you do?

The Career Interest Interns will work closely and collaboratively with University Career Services to develop, maintain, and promote a new, online career discovery resource to be introduced Fall 2021.

### *Core responsibilities and priorities of the interns will be to:*

- Coordinate weekly strategy sessions to review, adapt, and further develop needed plans to finalize, produce, and promote online Career Interest Communities as initially laid out Summer 2021
- Gain understanding of career exploration strategies using 12 Career Interest Communities on the Career Services website.
- Identify and develop career resources associated with Career Interest Communities.
- Establish and conduct weekly interviews with stakeholders including career partners, students, alumni, and employers contributing content and programs around Career Interest Communities.
- Coordinate and execute programs promoting Career Interest Communities focused on unique opportunities and methods students can gain experience in Career Interest Communities to close equity gaps by increasing career connections and social capital and gain economic mobility.
- Conceptualize, strategize, and execute outreach and promotion of the career programming with campus partners including: First Huskers, William H. Thompson Program, TRIO/Student Support Services/Upward Bound/Educational Talent Search, OASIS, LGBTQA+ and Women's Center, International Students Services Office, Nebraska College Preparatory Academy, and Student with Disabilities Services.
- Write and publish feature stories of scholars to inspire other students interested in targeted Career Interest Communities.
- Help train and direct Front Desk student assistants to assist with Career Community upkeep and projects.
- May also be asked to help with Handshake approvals and training and support to student assistants and employers.

## What about you?

The Career Connections Intern will have:

- Demonstrated an interest in career education, exploration, professional development, and training. They will have a passion for researching and creating content that showcases and promotes the opportunities and career connections for diverse students with interests across Career Interest Communities.
- Demonstrated an entrepreneurial spirit in building something new which requires creative ideas, problem-solving, flexibility, initiative, and decision making.
- Excellent written and speaking communication, interpersonal, and teambuilding skills.
- Demonstrated organizational skills for program coordination and meeting weekly goals.
- Demonstrated graphic and video editing skills, and proficiency in MS Office.

**What about supervision and training?**

will provide instruction and guidance by outlining objectives and projects to accomplish. The team will work collaboratively to determine how the task is to be accomplished, asking for guidance, as necessary. Ongoing support and feedback will be provided.

**What are the details?**

- Internship requires 20 hours per week.
- Standard hours available between 8 am and 5 pm with some flexibility based on schedule, career programs and partner availability.

**What about us?**

University Career Services (2nd floor, Nebraska Union) coordinates career development activities across campus, creates and manages career events, and facilitates connections for students with employers and experiential learning opportunities.

**How do I apply?**

Please submit a cover letter and resume via Handshake.