



Outreach and Project Coordination Intern University Career Services

Help students who identify as First Generation and/or a Black, Indigenous, or Person of Color connect with paid internships by communicating with them in newsletters, email, and presentations as the Outreach and Project Coordination Intern.

More specifically, you will:

- Create and send a bi-weekly newsletter including content development and management, formatting, and tracking.
- Strategize with program coordinators to develop and execute other methods to promote targeted internship opportunities.
- Manage student applications by employer in Excel and update on correspondence and activity.
- Evaluate and give feedback on systems and procedures in real time to support continuous program development.
- Contribute to development of pre-internship prep activities and materials.

You will love it if you:

- Communicate effectively in writing and in person, even more so if it is with promotional materials.
- Love working with diverse peers and employers.
- Organize information, resources, and pretty much whatever is around you naturally.
- Find better ways to do things routinely.
- Have a positive attitude and a desire to make a difference

When, Where, and More

- Ideal start date is by January 23, 2023, but this date won't drive the decision, just apply today!
- Approximately 10 hours/week, typically between 8am to 5pm, but with some evening hours for presentations.
- Primarily in person in the Nebraska Union, room 225 – University Career Services, but some remote work is possible.
- Position pays \$/hour

- Training, guidance, and ongoing support will be provided by the team members of University Career Services, including the Assistant Director for Career Education and Inclusion.

To apply, send your resume with a paragraph on why you want this position to Emily Wilber at emily@unl.edu.