



ACADEMIC & CAREER DEVELOPMENT CENTER

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WHO WE ARE:

The Academic & Career Development Center (ACDC) empowers students to explore, develop, and succeed at UNO and beyond. We prepare students for meaningful work by building bridges with campus, community, and employers.

WHAT WE DO:

- 1) **Academic Advising for undeclared students with less than 36 completed credits**
 - Help students explore majors to find the right fit for them
 - Assist students with course selection and planning each semester
- 2) **Career Services for all UNO students and alumni, including:**
 - Career exploration
 - Mock interviews
 - Resume & cover letter reviews
 - Job and internship search strategies
 - Coordination of career events on campus, including career fairs and on-campus recruiting
 - Manage Handshake career site for job/internship postings unomaha.joinhandshake.com
- 3) **Coordinate the US 1010 Critical Thinking and Problem-Solving for the Modern Day Student Course**
 - US 1010 enhances a first year students' potential for success in college and provides the opportunity for academic and career exploration.
 - Prepares students to responsibly meet the individual and interpersonal challenges of college life.

EXPLORATION RESOURCES:

- MyPlan: Take these self-assessments to learn more about how your interests, skills, personality and values match with potential majors and careers.
 - www.unomaha.myplan.com
 - For free access for UNO faculty/staff/students, use the License Code listed on the website
- College to Career Resource Guide: Includes tips on major exploration, job search, resume building, cover letters and interviewing.
 - www.acdc.unomaha.edu Click on Career Development- Career Resource Guide
- Occupational Outlook Handbook: Explore information about earnings, job requirements and job outlook for hundreds of jobs.
 - <http://www.bls.gov/ooh>

FACULTY RESOURCES:

- **Class Presentations:** Schedule an ACDC staff member to present to your class on a variety of career development topics including:
 - Overview of ACDC Services (10 minutes, can be combined with other offerings)
 - Career Fair Preparation (10 minutes, can be combined with other offerings)
 - Resume Writing (50 minutes)
 - Interviewing Strategies (30 minutes)
 - Internship/Job Search (30-50 minutes)
 - Career Exploration (30-50 minutes, tailored to your class)
- **Big Interview:** Online job interview training system that combines both expert-developed lessons and the ability to actually practice – all from your home computer, 24/7 unomaha.biginterview.com
 - Instructors are able to create tailored assignments to have students submit video responses to questions directly to their inbox
- **Career Events:** ACDC encourages faculty to include attendance at career fairs and events in their syllabi. ACDC hosts all-university career fairs once per semester and a variety of workshops throughout the academic year. For a list of current events, visit acdc.unomaha.edu/events.
- **Professional Development**
 - Career Advising Certificate Training: ACDC hosts a free professional development workshop for UNO faculty and staff interested in learning strategies for effectively advising and referring students in the area of career exploration.
 - CliftonStrengths: ACDC staff have received extensive training in the Clifton StrengthsFinder and Strengths for Students assessments. We are available to work with individuals, teams and small groups who wish to learn more about how Strengths can enhance the UNO experience. Please note Gallup assesses a fee for taking this assessment.

For more information about any of these resources or other ways to partner, contact ACDC at unoacdc@unomaha.edu or 402-554-3672.

CONNECT WITH US!

Connect with the Academic & Career Development Center for great tips and resources.



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