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ABOUT UNO

A life-changing force

The University of Nebraska at Omaha is Nebraska’s premier metropolitan research university offering nationally recognized bachelor’s, master’s and doctoral degrees. Our university spans more than 150 acres on multiple campuses in the heart of Omaha, surrounded by residential neighborhoods, shopping, and dining. UNO offers one of the most competitive tuition rates in the region, making college accessible for residents and non-residents.

ACADEMICS AND COMMUNITY ENGAGEMENT

• 200 majors and programs, including bachelor’s, master’s and doctoral degrees offered at UNO
• 1000+ students use their spring break to perform volunteer work within the community each year
• Ranked #1 in the country for military friendliness by Military Times Magazine
• 2,300 students are enrolled in 121 service-related courses (2011-2012)

UNO STUDENT POPULATION

• 15,227 total student body
• 12,221 undergraduate students
• 3,006 graduate students
• 41 states represented
• Over 1,700 international students representing 121 countries

FACILITY HIGHLIGHTS

Since 2007, UNO has invested $200 million into renovation and building state-of-the-art facilities. Recent additions and renovations include:

• Community Engagement Center
• Health, Physical Education and Recreation (HPER) Building
• Biomechanics Research Building
• Milo Bail Student Center
ABOUT ACDC

Academic & Career Development Center

We serve as a resource for students, alumni, faculty, staff, and employers. We empower students and alumni to make decisions regarding potential majors, internships, jobs and graduate programs. Through collaboration with faculty, staff, and employers, we help students and alumni explore possibilities, find their passions, and realize their career potential.

SERVICES

• Academic Advising for undeclared and exploring students (approx. 1,000 students)
• Coordination of College and Career Success class
• Career Advising: resume reviews, mock interviews, career exploration, job/internship search strategies
• Career assessments
• Career-related workshops and events
• On-campus interviews
• Information sessions and information tables
• Classroom and student organization outreach
• Management of on-line job board, UNO Career Connect

MISSION

To facilitate academic success and career development through:

• Academic advising for undeclared students
• Career advising for all UNO students and alumni
• Job and internship exploration and preparation
• Academic and career events, workshops, class presentations, and community/employer outreach
• First Year Experience curriculum and programs

LOCATION

115 Eppley Administration Building (EAB)
402.554.3672
unoacdc@unomaha.com

FIND US ONLINE

acdc.unomaha.edu
facebook.com/uno.acdc
twitter.com/unoacdc
LinkedIn: UNO ACDC

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ABOUT THE CAREER CENTER AT CBA

College of Business Administration

MISSION
Our Mission is to provide effective personalized services to students, alumni, and employers. The Career Center at CBA serves as a liaison between UNO’s College of Business Administration and the employment community and assists students in developing long-term career goals, facilitating self-exploration, providing structured programming, and connecting students with potential employers.

LOCATION
134M Mammel Hall
402.554.3348
cba2.unomaha.edu/CareerCenterCBA

INTERNSHIP PROGRAM
The College of Business Administration offers credit to students participating in approved internships. Contact an Internship Program Advisor or Bianca Harley for more information.

INTERNSHIP ADVISORS
Marketing and Management: Dr. Patti Meglich
Accounting: Jillian Poyzner
Finance Banking and Real Estate: David Beberwyk
Economics: Dr. Chris Decker

POSTING AND PROMOTING: JOB OPPORTUNITIES
Mammel Hall is a LEED certified building and cannot post print media, however, the Career Center at the College of Business Administration would be happy to assist your recruitment efforts by posting on our social media and digital signage.
RECRUITMENT

Increase your visibility on campus

EMPLOYER PARTNERSHIP PROGRAM

• Increased brand visibility across campus
• Logo and link in UNO Career Connect
• Individual acknowledgment plaques on the Employer Partner Walls at ACDC and CCCBA
• Access to resume books
• Promotion of employer events and job postings through targeted student emails and social media posts up to two times a semester
• First invitation to participate in student events, including panels and mock interviews
• First invitation to participate in the CCCBA Employer of the Week Program and host company site visits
• Invitation to participate in Inaugural Employer Partner Interview Day
• Priority booth placement at Career Fairs sponsored by ACDC and CCCBA (separate registration fee applies)
• Career Fair bundle discount on registration fees for Career Fairs sponsored by ACDC and CCCBA
• First invitation for additional sponsorship opportunities throughout the year for ACDC and CCCBA
• First invitation to provide featured guest content on ACDC’s blog
• University support to help connect with UNO community (student clubs, professors, staff, etc.)
• First invitation to a variety of CBA Scholars Academy programing event

UNO Career Connect

Job and Internship Opportunities

UNO CAREER CONNECT

UNO Career Connect is your one-stop shop for connecting with UNO students and alumni. Use the system to post job and internship openings, request on-campus information sessions and interviews, and register for career events.

POSTING AND PROMOTING JOB OPPORTUNITIES

We encourage all employers to create an account in UNO Career Connect, our online job and internship board. Register for an account by logging on to careerconnect.unomaha.edu and selecting “Employer.”

If you would like to post a flyer on campus, you must have it stamped by our office prior to posting. You can request a complete listing of where you can post on campus by emailing unoacdc@unomaha.edu.

The UNO Employer and Community Partnership Programs are intended for employers seeking to increase their brand visibility on campus. Please contact the ACDC office for more information.
HOW TO
Create your employer account

Log on to careerconnect.unomaha.edu and select “Employer.”

Select “Register” and fill out the required sections of the registration form and click “SUBMIT.”

REMEMBER:
Be specific when you select the services you would like to utilize.

Once you receive a username and password via email, click the link to reset your password.
ON-CAMPUS INTERVIEWS

If you would like to conduct interviews at UNO, we are happy to provide space for you. We encourage all employers to request on-campus interviews through UNO Career Connect.

• Dodge Campus: Locations TBD (Due to Milo Bail Student Center renovations)
• Mammel Hall: Reserved for hiring College of Business Administration students
• Peter Kiewit Institute: Reserved for hiring Information Science & Technology and Engineering students

DATES FOR ON-CAMPUS INTERVIEWS
• Fall: Early September - Early December
• Spring: Late January - Late April

TYPES OF ON-CAMPUS INTERVIEWS

PRESELECT
We provide the room(s). Your position, resumes and schedule are all managed by you through UNO Career Connect. Candidates will apply for your position through UNO Career Connect. After the selection period ends, you will have the opportunity to review the resumes and invite “selected” candidates to interview. After you make your candidate selections, the invited candidates will sign-up for an interview time. This option is only available if it is requested at least four weeks prior to the interview date.

OPEN
This is similar to the preselect option; however you do not preselect the candidates. Students submit their resumes and choose an interview time on a first-come, first served basis. This option is only available if it is requested at least two weeks prior to the interview date.

ROOM ONLY
We only provide the room. It is our understanding that you will schedule interviews directly with candidates. Please submit a copy of the final interview schedule to us prior to the day of the interview so we can use it for student check-in.
Create an interview schedule

Log on to careerconnect.unomaha.edu and select “Request New Interview Schedule Request.”

Fill out the required sections of the registration form and click “SUBMIT.”

NOTE:
You will receive an email confirming your request. We will review your request within five business days.

After your schedule request is reviewed, you will receive an email asking you to attach a job position to finalize the schedule.

After you attach your position, allow five business days for us to approve your schedule.
RECRUITMENT

Resume books and information sessions

RESUME BOOKS
Resume books are reserved for employer and community partners only. Resume books contain filtered databases of students and their default resumes. Only students who have given their permission will appear. When you click the name of a resume book, you are able to view a real-time, up-to-date collection of students and their respective resumes.

INFORMATION TABLES AND SESSIONS
If you would like to host an information table or information session, please make a request through UNO Career Connect.

We can reserve a room on campus for you to host information sessions about your organization. We encourage you to invite students to this event. We will promote the event on UNO Career Connect and on our calendar homepage. Employers can use information tables to promote their organizations and/or available positions.

DATES AND TIMES

TABLES
Monday - Thursday
10:00 am to 2:00 pm

SESSIONS
Any time that suits the employer
- Early September through early December
- Late January through Late April
HOW TO
Host an information table or session

Log on to careerconnect.unomaha.edu and select “Career Fairs and Information Sessions.”

Click “Add New.”

Fill out the form and click “SUBMIT.”

NOTE:
You will receive an email confirming your request. We will review your request within 5 business days.

After we review your request, you will receive a second email approving your request. This email will contain information about the location, time and date of your information table. You will receive an additional email with your parking pass.
RECRUITMENT

Internship opportunities

INTERNSHIPS
Currently, the term “internship” is used to describe various experiences. To establish uniformity in the use and application of the term “internship,” the National Association of Colleges and Employers (NACE) recommends the following definition:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

CRITERIA FOR EXPERIENCE DEFINED AS AN INTERNSHIP
To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

• The experience must be an extension of the classroom; a learning experience that requires application of the knowledge that is gained in the classroom. It cannot simply advance the operations of the employer, or be comprised of duties that a regular employee would routinely perform.
• The skills or knowledge learned must be transferable to other employment settings.
• The experience has a defined beginning and end, and a job description with desired qualifications.
• There are clearly defined learning objectives and goals related to the professional goals of the student’s academic coursework.
• There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
• There must be routine feedback by the experienced supervisor.
• There are resources, equipment, and facilities provided by the host employer that support learning objectives and goals.
RECRUITMENT

Internship opportunities

HIRING AN INTERN
If you would like to hire a UNO student for an internship, we ask that you follow the guidelines listed on page 14. Promote your internship by posting your internship on UNO Career Connect, attending career fairs, participating in events, and/or scheduling an information table.

COMPENSATION
Most organizations compensate interns with an hourly wage, stipend, tuition grant, or scholarship. Some employers offer unpaid internships. Students typically seek paid internship opportunities, especially if they are in a high-demand discipline or funding their own education. If your organization offers unpaid internships, we recommend reviewing the US Department of Labor’s Standards Act on Internship Programs.

FUNDING FOR INTERNS
UNO does not have a service to subsidize student intern wages. However, grant-funded entities may be a potential resource for employers. EPSCOR assists organizations enhancing science, technology, engineering, mathematics, and biomedical research. Likewise, the InternNE program provides matching funds for eligible businesses to create new internships.

INTERNSHIPS FOR CREDIT
UNO does not require internships as a graduation requirement. Some academic departments may require or encourage students to receive academic credit for an internship. The decision is up to the student and the faculty member. If the student receives academic credit, they pay tuition and fees and complete academic work in addition to the work done for the employer. Please visit acdc.unomaha.edu to see a list of internship coordinators at UNO.

WORK SCHEDULE
Work schedules are varied and tend to be flexible. Typically, students work 10-20 hours/week while enrolled in courses.

REPORT YOUR INTERNSHIP HIRE
If you hire a UNO student as an intern, we encourage you to report your hire to the ACDC office. This helps us as we work with students looking for internships. It is also useful information for recruitment efforts.
RECRUITMENT

Mock Interviews, Resume Reviews, and Presentations

CLASSROOM AND STUDENT GROUP PRESENTATIONS

Throughout each semester, we receive requests from faculty members and student groups for presentations. If you would like to be added to our list of presenters, please email presentation topics to unoacdc@unomaha.edu. If you would like to present for the College of Business Administration, please contact the Career Center at CBA at 402.554.3348.

For a list of student groups on campus, please email: unoacdc@unomaha.edu.

MOCK INTERVIEWS AND RESUME REVIEWS

Throughout the year, we host a number of mock interview and resume review events. Students enjoy receiving feedback from employers.

If you would like to be added to our list for mock interviews and resume reviews, please email unoacdc@unomaha.edu.

Employer Recruiting Policy

EMPLOYER RECRUITING POLICIES

In order to provide fair and equitable services to students, alumni and employers, ACDC and CCCBA adhere to the Principles of Professional Practice outlined by the National Association of Colleges and Employers (NACE), (naceweb.org/principles/); the laws and regulations established by the Department of Labor; guidelines provided by the Equal Employment Opportunity Commission (EEOC); and the laws established by the Federal and Nebraska governments. We ask all employers who use our office to do the same.

ACDC does not knowingly furnish assistance, facilities for interviewing or other career services functions to employers who discriminate in their selection of employees on the basis of sex, age, disability, race, color, religion, marital status, veteran status, national or ethnic origin, or sexual orientation.

For a complete overview of all our policies, please visit our website: acdc.unomaha.edu.
UNDERGRADUATE COLLEGES AND PROGRAMS AT UNO

COLLEGE OF ARTS AND SCIENCES
- Bioinformatics
- Biology
- Biotechnology
- Black Studies
- Chemistry
- Economics
- English
- Environmental Studies
- Foreign Languages and Literature
- General Science
- Geography
- Geology
- History
- International Studies
- Latino/Latin American Studies
- Mathematics
- Neuroscience
- Philosophy
- Physics
- Political Science
- Psychology
- Religious Studies
- Sociology
- Women’s and Gender Studies

COLLEGE OF BUSINESS ADMINISTRATION

Business Administration Concentrations:
- Accounting
- Advertising Management
- Banking and Financial Markets
- Business Finance
- Economics
- Entrepreneurship
- General Management
- Human Resource Management
- International Business (combine with another specialization)
- Investment Science and Portfolio Management
- Legal Studies
- Management
- Marketing
- Marketing Management
- Marketing Research
- Real Estate and Land Use Economics
- Sales and Sales Management
- Supply Chain Management

COLLEGE OF COMMUNICATION, FINE ARTS AND MEDIA
- Art History
- Communication Studies
- Creative Writing
- Journalism and Media Communication
  - Creative Media
  - Journalism
  - Public Relations/Advertising
- Music
- Music Education (K-12)
- Music Performance
- Studio Art
  - Two Dimensional
  - Three Dimensional
  - Graphic Design
  - Media Arts
  - Studio Art with K-12 Certification
- Theatre
  - Acting/Directing
  - Design
  - Stage Management
  - Technical Theatre

COLLEGE OF EDUCATION
- Athletic Training
- Elementary Education
- Elementary Special Education
- Elementary Special Education with a concentration in Sign Language Interpreting
- Library Science
- Physical Education with a concentration in Exercise Science
- Public Health
- Recreation and Leisure Studies with a concentration
UNDERGRADUATE COLLEGES AND PROGRAMS AT UNO

COLLEGE OF PUBLIC AFFAIRS & COMMUNITY SERVICE
- Aviation
- Criminology and Criminal Justice
- Emergency Management
- Gerontology
- General Studies*
- Social Work
*Student can select from over 50 areas of concentration

AGRICULTURAL SCIENCES & NATURAL RESOURCES
- Pre-Agricultural Sciences **
- Pre-Food Science and Technology **
- Pre-Horticulture **
- Pre-Natural Resources **
- Pre-Turfgrass and Landscape Management **

UNO GRADUATE PROGRAMS

MASTERS PROGRAMS
- Accounting
- Athletic Training
- Biology
- Biomedical Informatics
- Business Administration (Executive MBA, Management Information Systems, Public Health)
- Communication
- Computer Science
- Counseling
- Criminology and Criminal Justice
- Economics
- Educational Leadership
- Elementary Education
- English
- Geography
- Health, Physical Education and Recreation
- History
- Industrial/Organizational Psychology
- Information Assurance
- Language Teaching
- Literacy
- Management Information Systems
- Mathematics
- Mathematics-Teachers of Math

ARCHITECTURE
- Pre-Architecture **
- Pre-Interior Design **
- Pre-Landscape Architecture **

COLLEGE OF ENGINEERING
- Architectural Engineering
- Civil Engineering
- Computer Engineering
- Construction Engineering
- Construction Management
- Electrical Engineering
- Electronics Engineering
- Pre-Agricultural Engineering **
- Pre-Biological Systems Engineering **
- Pre-Mechanical Engineering **

* UNL programs that begin on UNO’s campus. Students must complete these degrees at UNL

Masters Programs Contd.
- Music
- Political Science
- Psychology
- Public Administration (Management Information Systems, Social Work)
- School Psychology
- Secondary Education
- Social Gerontology
- Social Work
- Sociology
- Special Education
- Speech-Language Pathology
- Theatre
- Urban Studies
- Writing

DOCTORAL PROGRAMS
- Biomedical Informatics
- Criminology and Criminal Justice
- Educational Administration
- Exercise Science
- Information Technology
- Psychology
- Public Administration