# TABLE OF CONTENTS

1. UNIVERSITY OF NEBRASKA AT OMAHA (UNO)  
2. ACADEMIC & CAREER DEVELOPMENT CENTER (ACDC)  
3. CAREER CENTER AT COLLEGE OF BUSINESS ADMINISTRATION (CCCBA)  
4. MAVERICKS ON LINKEDIN  
5. UNO CAREER CONNECT  
6. ON-CAMPUS INTERVIEWS  
7. RESUME BOOKS AND INFORMATION SESSIONS  
8. INTERNSHIP OPPORTUNITIES  
9. MOCK INTERVIEWS, RESUME REVIEWS AND EMPLOYER RECRUITMENT POLICY  
10. COLLEGES AND PROGRAMS AT UNO
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
• 387,157 hours of service donated to a wide range of community projects
• Ranked #1 in the country for military friendliness by Military Times Magazine two years in a row
• 5,929 students participate in an internship or service-learning course

UNO STUDENT POPULATION

• 15,627 total student body
• 12,536 undergraduate students
• 3,091 graduate students
• 41 states represented
• Over 1,800 international students representing 112 countries

FACILITY HIGHLIGHTS

Since 2007, UNO has invested $480 million into renovation and building state-of-the-art facilities. Recent additions and renovations include:
• Baxter Arena
• Barbara Weitz Community Engagement Center
• Biomechanics Research Building
• Elkhorn River Research Station
• KANEKO/UNO Library
• Scott Crossing and Maverick Landing
• Scott Campus Parking Structure
• Strauss Performing Arts Center
• 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

VISION

To be the premier campus resource for academic and career development by creating and using nationally recognized practices to assist students with educational, career, and life goals.

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
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
unocareercentercba@unomaha.edu

cka.unomaha.edu/careercenter

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.

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: Alissa Gentry
Accounting: Jillian Poyzer
Finance Banking and Real Estate: David Beberwyk
Economics: Dr. Chris Decker
MAVERICKS ON LINKEDIN

Learn more about UNO students and alumni

UNO students and alumni are employed in a variety of fields and organizations. In order to be as transparent, efficient and up-to-date as possible - we invite you to explore publicly available data via LinkedIn’s Alumni Tool. The self service feature allows you to look at UNO students and alumni using LinkedIn.

Currently, there are over 59,000 UNO students and alumni with LinkedIn profiles. This feature can be filtered by year graduated or attended and provide you insights into the following:

- Where they live
- Where they work
- What they do
- What they are skilled at
- What they studied
HOW TO
Use LinkedIn

Log on to LinkedIn.com and type ‘University of Nebraska at Omaha’ in the top search box and select it from the drop down menu.

Search the “University of Nebraska at Omaha.”

You have the capability to refine graduation dates by utilizing the “Attended” search bar.

Search UNO graduates by:
- Where They Live
- Where They Work
- What They Do
- What They Studied
- What They Are Skilled At
UNO CAREER CONNECT
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
• Promotion of employer events and job postings through targeted student emails and social media posts up to two times a semester
• Access to resume books
• 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
• Opportunities to be included in newsletters
• Priority booth placement at Career Fairs sponsored by ACDC and CCCBA, pending availability (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 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 events
• Other special perks throughout the year

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 “SIGN UP” and fill out the required sections of the registration form and click “SUBMIT” at the bottom of the page.

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

After submitting your request, your registration is almost complete. An auto-generated email will be sent your way with instructions to finalize the registration process.

Upon registration approval, you will receive an email containing your username and a link to create your password. You then will be allowed to post opportunities.
ON-CAMPUS INTERVIEWS

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.

• Milo Bail Student Center and Maverick Landing: Used when recruiting all students, regardless of major.
• 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.
HOW TO
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.

Log into Career Connect and click “OCR” on the left hand menu. Then click “Schedules” to open your approved interview. Attach position.

After you attach your position, click “Save and Finish” and your opportunity will be posted.
RESUME BOOKS AND INFORMATION SESSIONS

RESUME BOOKS
With your UNO Career Connect account, you can request access to the “Resume Books” section by emailing unoacdc@unomaha.edu. You must have an active job posting to request access and have participated in an on-campus event within the past year (Career Fair, OCR, etc.) We reserve the right to deny employers access to the resume books. We have created several resume books organized by majors and groups for employers to search. After you have been granted access, click on the link to Resume Books at the left navigation bar of your UNO Career Connect homepage.

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
Employers can use information tables to promote their organizations and/or available positions. If you would like to host an information table on campus please make a request through UNO Career Connect.

Additionally, 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 other appropriate channels.

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 “Request New Information Session” on the Homepage.

Fill out the form and click “SUBMIT.”

NOTE:
You will receive an email confirming your request. We will review your request within five 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 instructions.
INTERNERSHIP 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.
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 16. 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 U.S. 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 in the fall and spring semester.

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.

Report a hire at: acdc.unomaha.edu
MOCK INTERVIEWS, RESUME REVIEWS, & EMPLOYER RECRUITMENT POLICY

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 unocareercentercba@unomaha.edu.

For a list of student groups on campus, 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.

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.
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 Technology
  - Music Entrepreneurship
- 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
- Biomechanics
- Early Childhood Institute
- 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 in Recreation Administration
- Secondary Education
- Secondary Special Education
- Sign Language Interpreting
- Speech-Language Pathology

COLLEGE OF INFORMATION SCIENCE & TECHNOLOGY
- Bioinformatics
- Cybersecurity
- Computer Science
- Information Assurance
- IT Innovation
- Management Information Systems
UNDERGRADUATE COLLEGES AND PROGRAMS AT UNO

COLLEGE OF PUBLIC AFFAIRS & COMMUNITY SERVICE
- Aviation
- Criminology and Criminal Justice
- Emergency Management
- Gerontology
- Multidisciplinary Studies*, concentration required
- 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
- Critical & Creative Thinking
- Criminology and Criminal Justice
- Economics
- Educational Leadership
- Elementary Education
- English
- Geography
- Health, Physical Education and Recreation
- History
- Industrial/Organizational Psychology
- Information Technology (Executive)
- Information Assurance
- Language Teaching
- Literacy
- Management Information Systems

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

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.
The University of Nebraska at Omaha shall not discriminate based upon age, race, ethnicity, color, national origin, gender-identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran’s status, marital status, religion, or political affiliation. UNO is an AA/EEO/ADA institution. For questions, accommodations or assistance please call/contact Charlotte Russell, ADA/504 Coordinator (phone: 402.554.3490 or TTY 402.554.2978) or Anne Heimann, Director, Accessibility Services (phone: 402.554.2872).