

# BUILD WORK EXPERIENCE



## I NEED RELEVANT EXPERIENCE TO GET THE JOB I WANT, BUT HOW DO I GET THAT EXPERIENCE?

There are plenty of ways to build the experience you need for the job you want. If you're still in school, it can come from a part-time job, internships, job shadowing or other activities. If you're a recent grad or currently employed, you can broaden or bolster your experience by volunteering, freelancing and more.



### PART-TIME EMPLOYMENT

As an intern, you might have a long list of projects or tasks—or you might find yourself with little to do or limited supervision. If you finish a task and are looking for the next one, let your supervisor know. Think proactively about what you can do to contribute and offer ideas. Seek out learning opportunities. Ask if there is anyone else you can assist.

### INTERNSHIPS

Internships are a defined-term position, usually in an academic quarter or summer, that provides professional experience for a student or trainee. You may be assigned to a specific project, work in a specific job role, or complete tasks as assigned day to day. Internships can be paid or unpaid, full- or part-time. Students can sometimes earn academic credit for the experience.

### ON-CAMPUS EMPLOYMENT

An on-campus job allows you to gain career relevant skills in a flexible environment. UNLV offers a wide variety of on-campus jobs, from help desk positions to office assistants and many more. You can enhance the career benefit of your on-campus job by taking the initiative to ask for specific projects, help solve problems, network with faculty and staff—all while building your personal brand. Find open positions on Handshake and individual UNLV departmental websites (i.e. UNLV Libraries website for student employment).

### PART-TIME EMPLOYMENT

Micro-internships are project-based or short-term engagements designed to provide experience for a college student or recent graduate in a field of choice, sometimes remotely. These opportunities are rarely posted on job/internship boards. Instead, they're usually arranged by networking with employers.

## ACADEMIC RESEARCH OR FIELD STUDY

Academic research or field studies broaden your experience and knowledge through research or hands-on work experience in a subject of interest. Often conducted working one-on-one with a faculty member or through a sponsor organization outside of the university.

## VOLUNTEERING

A great way to gain both practical experience and personal fulfillment—you can volunteer as an individual or as part of a group or organization. Whether directly related to your major or not, volunteer experience impresses employers.

## LEADERSHIP DEVELOPMENT AND ROTATIONAL PROGRAMS

These programs are typically created by companies to use as a talent pipeline. They hire interns or post-graduates and train them through rotational programs (i.e. rotating through different parts of a company) or specific, structured training programs. The goal is to recruit and develop leaders for their organization.

## CO-OPS

Co-ops are traditionally full-time, temporary, paid positions open to recent graduates. Many employers use these programs to seek talent for full-time roles and they can range from 2–6 months or even a year

## JOB SHADOWING

Job shadowing is defined as following a professional as they go through their workday to observe and learn—this can be a one-time/one-day experience or multiple days over a period of time.

## FREELANCE, CONTRACT, AND THE GIG ECONOMY

This is short-term, project-based or contract based work. Freelancers are essentially self employed, which offers a lot of flexibility in terms of where, how and whom to work with and for. Succeeding as a freelancer requires a smart approach to managing your time and money, especially as a student. Knowing how much your time is worth is KEY to being successful in this space.

## STUDENT INVOLVEMENT

Becoming involved on campus—in a student organization or other student-led group—is a great way to dive into campus culture and to gain career experiences and transferable skills—like event planning, fundraising, social media, collaboration, or leadership.

## CLASS PROJECTS

Did you know that class projects can be customized to help you build and demonstrate job skills? When you get a new assignment, think about ways to make the task relevant to your career interests.