HELLO COOGS!

We hope you are having a great start of the semester so far, and that you are enjoying the new look of our university! To learn how to research job postings or to improve your interview skills in an effective way, you are welcome to set up an appointment with our counselors. We have walk-in hours Monday to Thursday from 9am to 4pm. Walk-ins are first come, first served, and you can expect to spend 15 minutes with the counselor.

If you are unsure of your major or your career path, an internship can help you get a first-hand perspective of the career field you would like to pursue thus making the career decision-making process easier for you.

If you would like to get an internship for 2014 spring or summer semesters, NOW is the time to start searching. Here are some steps to take:

1. Develop a resume and cover letter and get it reviewed by a career counselor
2. Create a list of organizations/employers you would like to gain experience with and start contacting them by sending your resume and cover letter.
3. Talk to professors, friends, family if they may know of any potential organizations that do the type of work you are interested in doing.
4. Follow-up with your contacts or any leads you may get through referrals/networking by telling them how interested you are in working for them.
5. Schedule a mock interview with a UCS career counselor to get practice with interviewing.

Remember the more proactive you are in your search process, the more likely your chances of getting an internship are! So start NOW as the search process can take anywhere between one month to several months.

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Walk-in Hours:
Mon - Thu: 9 am - 11 am
Mon - Tue: 2 pm - 6:30 pm
(starting Aug 26th )
Wed - Thu: 2 pm - 4 pm
**Junior Web Developer**

*Description:* The intern will have great opportunity to be assisting the top website development company in Houston in the process of building large websites for brand name for profit and non-profit customers.

*Qualifications:* All majors.

*Compensation:* $10 per hour

*Location:* Galleria

*To Apply:* Email resume and cover letter to jburkhalter@ContentActive.com

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**Internships at Oceaneering**

*Description:* Are you looking for an exciting internship opportunity at a global oilfield services provider? Oceaneering is now hiring interns for the summer of 2014 in Houston, Texas. Internships at Oceaneering provide a valuable hands-on experience to compliment your academic studies.

*Qualifications:* All Majors.

*Compensation:* Paid

*Location:* Houston Area

*To Apply:* Apply online at: [www.oceaneering.com/careers](http://www.oceaneering.com/careers)

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**Executive Assistant**

*Description:* The intern will help the business to complete the financial planning process. Technically and administered detail is a must.

*Qualifications:* All majors

*Compensation:* $10-$13 per hour

*Location:* Galleria

*To Apply:* Login to [www.career.uh.edu](http://www.career.uh.edu), JobBank ID #51995

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**HR Intern**

*Description:* The intern will assist with all new policy and procedures, maintain all files, and assist in hiring new employees and conduct training.

*Qualifications:* Bachelor’s in Technology, Human Resources

*Compensation:* unpaid

*Location:* Greater Houston Area

*To Apply:* Login to [www.career.uh.edu](http://www.career.uh.edu), JobBank ID #51963

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**Amazon Conservation and Community Development Internship**

*Description:* This is a six month internship which is design to help students in Conservation Research, Community Development and Project Management. The intern will gain a wealth of knowledge and experience in scientific monitoring techniques in tropical forest. Also this is an opportunity to work with local communities creating biogardens and agroforestry plots.

*Qualifications:* All Majors

*Compensation:* Unpaid

*Location:* International

*To Apply:* Login to [www.career.uh.edu](http://www.career.uh.edu), JobBank ID #51958
Part Time Legal Intern
Description: This is a part time intern which requires to assist and learn traffic ticket/class misdemeanor docket and personal injury tasks.
Qualifications: All Majors. Preferably speaking Spanish and Law firm experienced.
Compensation: Unpaid
Location: All Majors
To Apply: Log in to www.career.uh.edu, JobBScanID #51957

Webmaster Intern
Description: The intern will help to coordinate the planning, maintenance, and accessibility of Website content in a way that ensures the consistency of the Web site’s look. Also the internship requires an understanding of a variety of Web development languages.
Qualifications: All Majors
Compensation: Unpaid
Location: Greater Houston Area
To Apply: Log in to www.career.uh.edu, JobBScanID #51881

Graphic Design Assistant Intern
Description: The candidate will support the Edge Group Team by doing reports to Director of Marketing. Other tasks include conceptualizing and designing graphics, maintaining websites, assisting marketing manager with social media marketing plans, and managing multiple projects.
Qualifications: Bachelor’s in Business, Marketing, Liberal Arts and Social, Communications. Graphic design experience required.
Compensation: Unpaid
Location: Greater Houston Area
To Apply: Log in to www.career.uh.edu, JobBScanID #51884

Summer Internship Program 2014– Houston
Description: This is a great opportunity to apply for a limited number of paid full-time summer internships in US locations. The Internship Program is 10-12 weeks and will begin in-mid May and early June. This Summer Internships will be offered for Accounting, Communications, Compliance, Finance, HR, Information Technology, Investments, Operations, Quantitative Analysis and Tax.
Qualifications: GPA 3.2 or above
Compensation: Paid
Location: Greater Houston Area
To Apply: Log in to www.career.uh.edu, JobBScanID #51914

Additional internships and career information are available on the UCS website at: www.career.uh.edu (JobScan and JOBank as well as under “UCS Internship Services”).

Please note: many of the featured internships have multiple positions in various disciplines. If the company interests you, you may want to visit their website to explore additional positions that may match your career goals.