Bob Boughner Career Center
Frequently Asked Questions

Do you “give” me a job or internship?
We do not. However, we do help empower the College of Hospitality students and alumni to conduct an effective job search, including creating a marketable resume that is easy to read, accomplishment oriented and results driven in order to match each job; navigating online application systems; and enhancing interview skills. This is a process that you will need to replicate throughout your life. Also, we are not a “placement” office, instead we provide students and alumni with an equal chance for opportunities via job postings and networking events.

How do I look for a job? What resources do you provide?
There are two main ways to job search: online and through networking.

The two online resources include:
- The College of Hospitality Constant Contact (the main way we communicate opportunities such as internships and part-time/full-time/leadership programs)
- UNLV CareerLink (for current students and members of the alumni association)

We also offer a variety of networking events throughout the fall and spring semester including:
- Two university-wide job fairs (one in the fall and one in the spring)
- Two hospitality specific career mixers (one in the fall and one in the spring)
- Employer panels
- Career tables
- Employer Information Sessions

How do I get an internship?
The internship process is similar to a job search. There are two main ways to search for an internship: online and through networking. (See above question “How do I look for a job” for more details). Internships can be done for academic credit and are either paid or unpaid. If unpaid, the internship must be done for academic credit. Be sure to have your internship approved by the Bob Boughner Career Center staff prior to starting the internship, if doing the internship for academic credit. The internship course (HMD 450) is a requirement to graduate and will NOT be waived. Please visit Internship information and forms page for more information, [https://www.unlv.edu/hospitality/internships](https://www.unlv.edu/hospitality/internships)

I am an international student, can I work?
Each student’s circumstances are unique, so it is very important to coordinate with the Office of International Students and Scholars (OISS) which is located on the second floor of Student Service Complex (SSC), Building-A 201 on the UNLV Campus. There you can get more information about your work status in relation to your visa. For online information on the OISS office please visit: [https://www.unlv.edu/iss/contact](https://www.unlv.edu/iss/contact)
Why do I need to have work experience hours?
Work experience hours help you in transitioning to employment following graduation. Work experience also give you an opportunity to “try on” different aspects of positions within the hospitality industry and work with people who can serve as references.

How do I get work experience hours?
Opportunities for work experience hours can be obtained through online job searching and networking. (See “How do I look for a job?” above for additional details). Work experience hours must be approved by the Bob Boughner Career Center staff, not all experiences will count. For more information and criteria for acceptable positions on Work Experience please visit: https://www.unlv.edu/hospitality/bbccsc/work-experience

Who approves my work experience hours?
Work experience hours are approved by the Bob Boughner Career Center staff in Hospitality Hall - Room 128.

The job search process can take so long. Why is that?
Finding a job takes a lot of effort. Some have said, “Looking for a job is a full-time job”. In addition, Las Vegas hotels and casinos often require an extensive background check and drug screen, which takes more time. Employers receive many applications for each position, which takes time to process.

I am having a tough time finding a job. What can you recommend?
We recommend making sure the Bob Boughner Career Center staff reviewed your resume and that you have made the necessary changes to your resume, as advised by the center staff. Next, attend as many networking events as possible with our office and in the community. Applicants often focus on applying online, which only utilizes a portion of the resources and strategies available to you. We also recommend you check the College of Hospitality’s Email Distribution each day and be very proactive. There are many additional suggestions depending on each person’s situation, so we recommend you stop by our office – Hospitality Hall Room 128 or call (702-895-5554) to schedule an appointment to explore additional options.