Thank you for your commitment to listing your internships with UCLA! The Career Center shares your opportunities with students from every major, who then self-select the assignments they pursue. To assist with this, the Career Center hosts BruinView™, an online listing service at career.ucla.edu.

Did you know that it is free to post exclusively at UCLA? You may also set up a fee-based account to post at many universities with a single login. Significant pricing discounts apply when posting at incremental levels beyond the first five schools. Here’s how to start.

Please go to our home page at career.ucla.edu, choose the text on the right side which reads “Post Jobs & Internships Through BruinView™.” On the next page, choose “Employer Login / Registration.” This will take you through a step-by-step to list your position, which UCLA students and registered alumni can view.

To register for the first time and post a position for UCLA only (at no charge), choose either the “Register” button or the tab, “Register and Post a Local Job.”

To register for the first time and post at multiple universities (a fee-based service), choose either the button, “Register and Post a NACElink Multi-School Job” or the tab, “Register and Post a NACElink Multi-School Job.”

Questions?
If you have a technical question or a difficulty posting your internship for the first time, please email our employer relations team at BruinView@career.ucla.edu. Inquiries will be answered promptly in the order received. If you have an existing internship posting, you may also send it to our internship team at internships@career.ucla.edu.

Tips to Help You Write Your Internship Description
At any one time, California employers list 700 to 800 internships in our UCLA BruinView™ system. In fact, the Career Center routinely receives over 500 new internship posts per month. Some factors that will draw stronger student responses are:

1. Compensation in the form of wages, a pre-agreed stipend, or reimbursements.
2. A balance of no more than 50% clerical work and at least 50% higher-level assignments;
3. Good learning or networking opportunities, guided by an assigned mentor;
4. Opportunities to train and take on more responsibility;
5. A focused work schedule of 4 to 16 hours per week (school year), or more hours in the Summer
6. The opportunity to earn an employment reference or create a portfolio project.

Internships for Academic Credit
A partner office on campus, UCLA's Center for Community Learning (CCL), lists internships for academic credit and supports students seeking credit for internships. Please note that UCLA students have the responsibility to arrange course credit for their internships, when required by your company. All current students can enroll in an internship course during the first two weeks of any quarter without direct employer involvement, and it is not necessary for you to contact CCL.

For internships that require credit, the important things employers must do are: (1) Time the hiring schedule so that students can enroll in an internship class, and; (2) Confirm a student’s hiring prior to the “Week 2” deadline. UCLA quarters generally begin the first week of January, the first week of April, in mid-June, and the last week of September.

For employer timelines and guidelines regarding credit-based internships, please review the UCLA Center for Community Learning info page at: www.ugeducation.ucla.edu/communitylearning/partnerscorporate.htm

We hope this information is helpful to you. Best wishes for your successful candidate search at UCLA!