

In 2022, the University of Houston–Clear Lake and The Boeing Company established the Student Development Partnership (SDP), an experiential learning program that enables the university to place UHCL students in paid work experiences at Boeing each semester.

**Why should you consider?** Boeing SDP benefits include competitive pay while pursuing degree, entry-level employment on NASA contracts, technical engineering experience, career readiness and professional networking.

**Are you eligible?** Boeing SDP requires U.S. citizenship, minimum 3.00 GPA, enrollment in a relevant major within the College of Sciences and Engineering, and availability to work up to 20 hours per week.

**Are you interested?** Students must submit and be approved to Pool of Candidates to be eligible for consideration of Boeing SDP opportunities. Follow these step-by-step instructions to get started.

## Step by Step Instructions

Career center

# UHCL Jobs4Hawks

University of Houston–Clear Lake

- Appointments →  
Schedule time to meet with experts and build your career
- Resources →  
Read curated content from your career center
- Experiences →**  
Track your internship or co-op experiences

1. Get Started with Jobs4Hawks ([uhcl.joinhandshake.com](http://uhcl.joinhandshake.com))
  - If new to Jobs4Hawks, you will need to activate your account and create a profile.
  - Once you are logged in, click on the CAREER CENTER tab and select EXPERIENCES.

Experiences **Submit an Experience**

### Details

\* Experience template  
Boeing SDP Pool

\* Term  
Select a term

2. Select SUBMIT AN EXPERIENCE and enter and select BOEING SDP POOL under EXPERIENCE TYPE drop-down bar
3. Proceed with filling out the rest of the information including required acknowledgments. Once you've completed the form, click on the green SUBMIT AN EXPERIENCE button

**New Attachment**

**Name**

This is the public name of the document

**Document**  No file chosen

Approvers of the experience will be able to view and download this attachment.

4. Next, you will upload your resume for review and approval by the Office of Career Services.

- To upload your resume, click on the NEW ATTACHMENT button.
- You will receive a confirmation email once your resume has been approved

Interview Edit Evaluations

✓ Experience was successfully created. Successfully added work experience to profile

Details Comments and Activity Learning Objectives

**UHCL Jobs4Hawks Student**

NAME: Bernie CURRENT SCHOOL YEAR: N/A  
 SCHOOL: University of Houston-Clear Lake

**Experience**

TITLE: Experiential Learner SALARY: Unknown Time  
 EXPERIENCE TYPE: Unknown Time  
 DEPARTMENT: Unknown Time  
 INDUSTRY: Unknown Time  
 START DATE: Unknown Time  
 END DATE: Unknown Time

**Organization**

EMAIL: mailto:

**Attachments**

- Career\_Services\_Engl... PDF (122 KB)
- Career\_Services\_Res... PDF (239 KB)
- Boeing\_HR\_Checklist... PDF (107 KB)

5. Lastly, you must complete pre-hire requirements and submit documentation to Office of Human Resources for final approval by the Office of Strategic Partnerships

- To access pre-hire instructions, review HR Checklist under the ATTACHMENTS section.
- You will receive a confirmation email once your experience request has been approved.

**Once approved, you will be an active candidate for available opportunities.**

All above steps must be completed to receive approval in Jobs4Hawks and to be entered into the Pool of Candidates for the Boeing Student Development Partnership.

Please note that that being in the Pool of Candidates does not guarantee placement at Boeing or any other relevant internship opportunities.

**For Further Assistance:**

- Contact the Office of Career Services (CareerServices@uhcl.edu) to schedule a career development meeting
- Contact the Office of Strategic Partnerships (StrategicPartner@uhcl.edu) for questions regarding the Boeing Student Development Partnership