

PUBLIC ADMINISTRATION

What can I do with this degree?

AREAS

EMPLOYERS

STRATEGIES

LOCAL GOVERNMENT

City Management
Financial Administration
Budget Analysis
General Services
Community Affairs
Social Services

Counties
Municipalities
Townships
School districts
Special districts

Learn local government job application procedures.
Check statistics on growing communities for best opportunities.
Obtain internship or volunteer in interest area.

STATE GOVERNMENT

Administrative Services

Various departments of state government

Research the organization of your state.
Contact individuals in agencies for information.

Legislature

Legislative agencies including Legislative Reference Services, Bill Drafting Services, Legislative Councils and Budgeting and Auditing staffs.

Develop research and writing skills.
Make political contacts through local legislators of both houses.
Volunteer time on staff or campaigns.

Judicial

State Supreme Courts
Intermediate Appellate Courts
Trial Courts of General Jurisdiction
Trial Courts of Limited Jurisdiction

Many positions will require a law degree.
Make contacts through referrals and informational interviews.

FEDERAL GOVERNMENT

Professional
Administrative
Technical

Various federal departments and agencies

Learn federal job application procedures for competitive and/or exempted services.
Learn about agencies/departments.
Conduct informational interviews with agency personnel.
Obtain internship in government.

Legislative Branch

Legislative Agencies

Various agencies including:
General Accounting Office, Library of Congress, Government Printing Office, Congressional Budget Office

AREAS

Legislature

Administrative Staff
Washington-based
Home District
Committee

Judicial Branch

Executive Branch

Office of the President
Management and Budget
Administration
Council of Economic Advisors
U.S. Trade Representatives
Executive Departments

Independent Agencies

EMPLOYERS

Offices of senators and representatives

Supreme Court
U.S. Courts
Supporting organizations

Office of the President

Departments of Agriculture, Commerce, Defense,
Education, Energy, Health and Human Services,
Housing and Urban Development, Interior,
Justice, Labor

Environmental Protection Agency
Equal Employment Opportunity Commission
Federal Deposit Insurance Corporation
Federal Emergency Management Agency
General Services Administration
NASA
National Archives & Records Administration
Nuclear Regulatory Commission
Office of Personnel Management
Panama Canal Commission
Securities & Exchange Commission
Small Business Administration
Smithsonian Institution
Tennessee Valley Authority
U.S. Information Agency
U.S. International Development Cooperation
Agency
U.S. Postal Service

STRATEGIES

Understand structure of Congress and various opportunities available.
Develop excellent research, writing, communication and organizational skills.
Make personal contacts with representatives.
Develop networks.
Explore districts other than your own.

Some positions require law degree and bar certification.
Understand the structure and functions of the federal judiciary system.

Take courses or minor in applicable interest area(s).
Complete internship in area(s).

AREAS	EMPLOYERS	STRATEGIES
NONPROFIT Administrative Development	Local and national nonprofit agencies and foundations Charitable organizations	Learn job application process. Participate in internships and/or volunteer activities for related experience. Develop good writing, verbal and leadership skills.
<u>PUBLIC SECTOR GROUPS</u>	Contracting and consulting firms	Develop strong analytical, communication and technical skills. May need government experience. Graduate degrees preferred
	Trade and professional organizations	Become a member of the organization.
	Association management firms	Research structure and function of firm.
	Political Action Committees (PAC) Lobby organizations	Obtain excellent public relations, interpersonal and writing skills. Develop strong communication and organizational skills. Ability to develop networks, coalitions and alliances with other associations highly valued. Experience with government agencies/departments very helpful.
	Political parties	Get involved in party politics and develop informal network.
	Public/special interest groups	Obtain strong communication/analytical and management skills.
	Research organizations and think tanks Foundations	Develop excellent research and writing skills including grant writing.
	Business Industry	Obtain business minor.
<u>POLITICAL SUPPORT/LOBBYING</u>	Political Action Committees (PAC) Various industrial, educational, public interest groups Political parties	Get involved with political party/group. Develop network.

AREAS

EMPLOYERS

STRATEGIES

HEALTH/MEDICAL

Healthcare Administration
Personnel/Human Resources

Hospitals
Health care facilities
Nursing homes
Social service and community agencies

Most positions will require graduate degree.
Obtain internship or related work experience.

BUSINESS

Personnel/Human Resources
Budget Analysis
Management
Sales/Marketing

Business/Industry
Corporations

Get related work experience.

GENERAL INFORMATION

- Undergraduate degree sufficient for entry-level position in government and business.
- Graduate degree in public administration or public health administration very helpful for management and administration positions.
- Obtain broad liberal arts background including written and verbal skills, communication and foreign language skills.
- Part-time, summer, internship, volunteer experience extremely helpful in government affairs, organizations, or public service areas.
- Develop strong leadership skills; run for office in clubs and organizations in school or community; volunteer to organize or lead an event or project.
- Get involved in Student Government.
- Demonstrate interest/involvement in community affairs/events.
- Join related social and/or professional organizations.
- Employment opportunities in local government tend to follow population growth and decline and have more positions.
- Develop network through informal contacts.
- Political connections are helpful for appointive positions.
- Most agencies respond to professional connections; many will resist political pressures.
- Expect competition for federal positions.
- Develop patience, persistence and drive in obtaining government positions.
- Explore application to Administrative Careers with America (ACWA) for federal positions which provides entry-level administrative and professional occupations appropriate for recent college graduates through written examination or scholastic achievement-based application. Written exams given in six occupational groups: 1) Health, Safety and Environmental; 2) Writing and Public Information; 3) Business, Finance and Management; 4) Personnel, Administration and Computer; 5) Benefits Review, Tax and Legal; and 6) Law Enforcement and Investigation. A GPA of 3.5 and higher (3.45 rounds up to 3.5) qualifies for Outstanding Scholar Program; apply directly to the Personnel Director of agency in which interested.
- Learn applicable application process for area of interest.