

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
 Urban Planning

Counties
 Municipalities
 Townships
 School districts
 Special districts

Learn local government job application procedures.
 Develop a network of contacts.
 Check statistics on growing communities for best opportunities.
 Obtain internship or volunteer in interest area.
 Conduct applicable research that could be useful to your community.

STATE GOVERNMENT

Administrative Services

Various departments of state government

Research the organization of your state.
 Contact individuals in agencies for information.
 Develop specialized skills and interests for particular populations or issues, e.g. disabilities, education, homelessness, etc.
 Develop research and writing skills.
 Make political contacts through local legislators of both houses.
 Volunteer time on staff or campaigns.
 Many positions will require a law degree.
 Make contacts through referrals and informational interviews.

Legislature

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

Personal staff of legislators

Judicial

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

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).
Research applicable public service exams and hiring procedures.

Complete internship in related area.

AREAS

EMPLOYERS

STRATEGIES

NONPROFIT

Administrative
Development
Program Management
Policy Analysis
Research

Local and national nonprofit agencies and foundations
Charitable organizations
Trade or professional organizations
Research organizations and think tanks

Learn job application process.
Participate in internships and/or volunteer activities for related experience.
Develop good writing, verbal and leadership skills.
Become a member of the organization.
Develop research skills and learn how to write grants.

POLITICAL SUPPORT/LOBBYING

Political Action Committees (PAC)
Various industrial, educational, public interest groups
Political parties
Lobbying organizations

Get involved with political party/group and develop a personal network.
Ability to develop networks, coalitions and alliances with other associations highly valued.
Experience with government agencies/departments very helpful.
Develop excellent public relations, interpersonal and communication skills.
Volunteer in organizations with similar interests and goals.

BUSINESS

Human Resources
Budget Analysis
Management
Sales/Marketing

Business firms
Contracting and consulting firms
Association management firms

Develop strong analytical, communication and technical skills.
Obtain related work experience through internships and summer or part-time jobs.
Earn a minor in business.
Research structure and function of firm.
May need government experience.

HEALTH/MEDICAL

Healthcare Administration

Hospitals
Healthcare facilities
Nursing homes
Social service and community agencies

Most positions will require graduate degree in public health or hospital administration.
Obtain internship or related work experience.

AREAS

EMPLOYERS

STRATEGIES

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.
 - Consider Law school for careers in upper level politics, administration or management.
 - 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 trends in terms of growth and decline in availability of positions.
- Develop network through informal contacts.
 - Political connections are helpful for appointed positions. Most agencies respond to professional connections.
 - Expect competition for federal positions.
 - Develop patience, persistence and drive in obtaining government positions.
 - Explore application to Administrative Careers with America (ACWA) and the Outstanding Scholars Program for federal positions.
 - Learn applicable application process for area of interest.
 - Research websites and books that address various government job opportunities, pay structure and hiring processes.
 - Consider military experience and training as an entry way into government jobs and public service.
 - Plan on following a flexible career path to higher positions. Many people begin on the clerical or entry level in order to gain experience and network.