

# Public Administration

## What can I do with this degree?

| OCCUPATIONS  | EMPLOYERS   | SKILLS TO DEVELOP  |
|--|---|--|
| <b><u>LOCAL GOVERNMENT</u></b>   |   |  |
| City Management<br>Financial Administration<br>Budget Analysis<br>General Services<br>Community Affairs<br>Social Services<br>Urban Planning | Counties<br>Municipalities<br>Townships<br>School districts   | <ul style="list-style-type: none"> <li>• Get involved in Student Government.</li> <li>• Get involved with political party/groups both on campus and locally and develop a personal network.</li> <li>• Develop strong leadership skills; run for office in clubs and organizations in school or community; volunteer to organize or lead an event or project.</li> <li>• Learn local government job application procedures.</li> <li>• Develop a network of contacts within the local community.</li> <li>• Check statistics on growing communities for best opportunities.</li> <li>• Part-time, summer, internship, volunteer experience in local government affairs, organizations, or public service areas.</li> <li>• Conduct applicable research that could be useful to your community.</li> </ul>  |
| <b><u>STATE GOVERNMENT</u></b>   |   |  |
| Administrative Services<br><br>Legislature<br><br>Judicial   | Various departments of state government<br><br>Legislative agencies including Legislative Reference Services, Bill Drafting Services, Legislative Councils and Budgeting and Auditing staffs.<br>Personal staff of legislators<br><br>State Supreme Courts<br>Intermediate Appellate Courts<br>Trial Courts of General Jurisdiction<br>Trial Courts of Limited Jurisdiction | <ul style="list-style-type: none"> <li>• Get involved in Student Government.</li> <li>• Get involved with political party/groups both on campus and locally and develop a personal network.</li> <li>• Develop strong leadership skills; run for office in clubs and organizations in school or community; volunteer to organize or lead an event or project.</li> <li>• Part-time, summer, internship, volunteer experience in government affairs, organizations, or public service areas.</li> <li>• Go to the <a href="http://www.ohio.gov">www.ohio.gov</a> website for research on the State of Ohio and the government organization.</li> <li>• Contact individuals in agencies for informational interviews.</li> <li>• Develop specialized skills and interests for particular populations or issues, e.g. disabilities, education, homelessness, etc.</li> <li>• Develop research and writing skills.</li> <li>• Make political contacts through local legislators of both houses.</li> </ul> |

## OCCUPATIONS

## EMPLOYERS

## SKILLS TO DEVELOP

### **FEDERAL GOVERNMENT - LEGISLATIVE**

Legislative Agencies  
Administrative Staff

Various agencies including:  
General Accounting Office, Library of Congress,  
Government Printing Office, Congressional  
Budget Office  
Offices of senators and representatives

- Get involved in Student Government.
- Get involved with political party/groups both on campus and locally and develop a personal network.
- Develop strong leadership skills; run for office in clubs and organizations in school or community; volunteer to organize or lead an event or project.
- Part-time, summer, internship, volunteer experience in government affairs, organizations, or public service areas.
- Understand the structure of Congress and the various opportunities available.
- Develop excellent research, writing, communication and organizational skills.
- Make contacts with representatives through referrals and informational interviews.
- Explore districts other than your own.

### **FEDERAL GOVERNMENT - AGENCIES**

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

- Get involved in Student Government.
- Develop strong leadership skills; run for office in clubs and organizations in school or community; volunteer to organize or lead an event or project.
- Obtain an internship in a federal agency or department. Often this is the best way to get a foot in the door for a permanent position.
- Learn federal job application procedures.
- Research various agencies and departments.
- Conduct informational interviews with agency employees.

### **FEDERAL GOVERNMENT - JUDICIAL**

Supreme Court  
US Courts  
Supporting Organizations

- Some positions require law degree and bar certification.
- Understand the structure and functions of the federal judiciary system.
- Develop strong leadership skills; run for office in clubs and organizations in school or community; volunteer to organize or lead an event or project.

## OCCUPATIONS

## EMPLOYERS

## SKILLS TO DEVELOP

### **FEDERAL GOVERNMENT - EXECUTIVE**

Office of the President  
Management and Budget Administration  
Council of Economic Advisors  
U.S. Trade Representatives  
Executive Departments: Departments of  
Agriculture, Commerce, Defense, Education,  
Energy, Health and Human Services, Housing  
and Urban Development, Interior, Justice, Labor

- Get involved in Student Government.
- Get involved with political party/groups both on campus and locally and develop a personal network.
- Develop strong leadership skills; run for office in clubs and organizations in school or community; volunteer to organize or lead an event or project.
- Understand structure of Congress and various opportunities available.
- Develop excellent research, writing, communication and organizational skills.
- Obtain an internship in a federal agency or department.
- Learn federal job application procedures.
- Take courses or minor in applicable interest area(s) i.e. accounting, education, political science, sociology.
- Research applicable public service exams and hiring procedures.

### **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

- Participate in internships and/or volunteer activities at local non profits for related experience.
- Develop strong leadership skills; run for office in clubs and organizations in school or community; volunteer to organize or lead an event or project.
- Develop good writing, verbal and leadership skills.
- Become a student member of the organization.
- Develop research skills and learn how to write grants.

### **POLITICAL SUPPORT/LOBBYING**

Sales  
Customer Relations  
Purchasing/Procurement  
Retail  
Banking  
Market Research  
Brand/Product Management

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

- Get involved with political party/groups both on campus and locally and develop a personal network.
- Develop networks, coalitions and alliances with other associations.
- Gain experience with government agencies/departments through internships or job shadowing.
- Develop strong leadership skills; run for office in clubs and organizations in school or community; volunteer to organize or lead an event or project.
- Develop excellent public relations, interpersonal and communication skills through classes and student organizations.
- Volunteer in organizations with similar interests and goals.

## OCCUPATIONS

## EMPLOYERS

## SKILLS TO DEVELOP

### **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.
- Develop strong leadership skills; run for office in clubs and organizations in school or community; volunteer to organize or lead an event or project.
- Part-time, summer, internship, volunteer experience in government affairs, organizations, or public service areas.
- 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.
- Part-time, summer, internship, volunteer experience in government affairs, organizations, or public service areas.

## **Strategies For Placement In Public Administration**

- 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.
- Employment opportunities in local government tend to follow population trends in terms of growth and decline in availability of positions.
- Political connections are helpful for appointed positions. Most agencies respond to professional connections.
- Explore application to Administrative Careers with America (ACWA) and the Outstanding Scholar Program for federal positions.
- Research websites and books that address various government job opportunities, pay structure and hiring processes.
- Consider military experience and training as an entryway 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.

## **Internet Resources:**

American Society for Public Administration--Career Center [www.aspanet.org/careers/](http://www.aspanet.org/careers/)

National Association of Schools of Public Affairs and Administration [www.naspaa.org](http://www.naspaa.org)

The National Academy of Public Administration [www.napawash.org](http://www.napawash.org)

Institute of Public Administration [www.theipa.org](http://www.theipa.org)

The Riley Guide: Jobs in Public Service Administration [www.rileyguide.com/public.html](http://www.rileyguide.com/public.html)

Federal employment [www.ourpublicservice.org](http://www.ourpublicservice.org)