

# Public Administration

## What can I do with this degree?

OCCUPATIONS	EMPLOYERS	SKILLS TO DEVELOP
<b><u>LOCAL GOVERNMENT</u></b>		
City Management Financial Administration Budget Analysis General Services Community Affairs Social Services Urban Planning	Counties Municipalities Townships 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  Legislature  Judicial	Various departments of state government  Legislative agencies including Legislative Reference Services, Bill Drafting Services, Legislative Councils and Budgeting and Auditing staffs. Personal staff of legislators  State Supreme Courts Intermediate Appellate Courts Trial Courts of General Jurisdiction 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)