## PUBLIC ADMINISTRATION

### What can I do with this major?

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<th>AREAS</th>
<th>EMPLOYERS</th>
<th>STRATEGIES</th>
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<tbody>
<tr>
<td><strong>LOCAL GOVERNMENT</strong></td>
<td>Counties</td>
<td>Get involved in community organizations and events and develop a network of contacts.</td>
</tr>
<tr>
<td>Management</td>
<td>Municipalities</td>
<td>Employment opportunities in local government tend to follow population trends in terms of growth and decline in availability of positions. Be prepared to relocate to find the most opportunities.</td>
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<tr>
<td>Financial Administration</td>
<td>Townships</td>
<td>Gain relevant experience through internships and/or volunteer positions.</td>
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<tr>
<td>Budget Analysis</td>
<td>School districts</td>
<td>Conduct applicable research that could be useful to your community.</td>
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<tr>
<td>Purchasing</td>
<td>Special districts</td>
<td>Research local government job application procedures and applicable public service exams.</td>
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<tr>
<td>Human Resource Management</td>
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<td>Risk Management</td>
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<tr>
<td>Emergency Services Management</td>
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<tr>
<td>Community Services</td>
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<tr>
<td>Social Services</td>
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<tr>
<td>Urban Planning</td>
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<p>| <strong>STATE GOVERNMENT</strong> | Departments of state government (varies by state) | Research the organization of your state government. |
| Executive Branch Functions: | Legislative agencies including: Legislative Reference Services, Bill Drafting Services, Legislative Councils and Budgeting and Auditing staffs | Develop specialized skills and interests for particular populations or issues, e.g. disability, education, homelessness, etc. |
| Finance and Administration | State Supreme Courts | Develop strong research and writing skills. |
| Human Resource Management | Personal staff of legislators | Make political contacts through local legislators of both houses. Use referrals and informational interviews to build a network. |
| Environmental Management | Intermediate Appellate Courts | Volunteer to work on political campaigns. |
| Public Safety and Criminal Justice | Trial Courts of General Jurisdiction | Consider pursuing a relevant graduate degree for more opportunities and advancement. |
| Risk Management | Trial Courts of Limited Jurisdiction | Learn the state government employment procedures and utilize your campus career center for assistance with the application process. |
| Emergency Services Management | | Research applicable public service exams. |
| Commerce and Insurance | | |
| Purchasing and Acquisitions | | |
| Budget Analysis | | |
| Community Services | | |
| Social Services | | |
| Urban Planning | | |
| Legislature | | |
| Judicial | | |</p>
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| **FEDERAL GOVERNMENT** | Various agencies including:  
- General Accounting Office, Library of Congress, Government Printing Office,  
- Congressional Budget Office  
- Offices of senators and representatives | Research the structure of Congress and various opportunities available.  
Develop excellent research, writing, communication, and organizational skills.  
Build a strong personal network.  
Explore districts other than your own. |
| Legislative Branch |  
Legislative Agencies  
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 |  
Finance and Administration  
Budget Analysis  
Purchasing  
Human Resource Management  
Environmental Management  
Security and Protection  
Enforcement and Compliance  
Commerce and Insurance  
Purchasing and Acquisitions  
Program Management  
Risk Management  
Emergency Services Management  
Social Services  
Legal | Independent Agencies include the following (not an exhaustive list):  
- Coordination and Public Safety  
- Emergency Response Policy  
- Environmental Protection Agency  
- Equal Employment Opportunity Commission  
- Federal Deposit Insurance Corporation  
- Federal Emergency Management Agency  
- General Services Administration  
- National Archives & Records Administration  
- Nuclear Regulatory Commission  
- Office of Personnel Management  
- Securities & Exchange Commission  
- Tennessee Valley Authority  
- U.S. Information Agency  
- U.S. International Development Cooperation | Research various agencies and departments to discover which ones may be the best fit for your major and experience.  
Conduct informational interviews with government employees.  
Apply for a government internship through the Pathways Program or other student programs to gain relevant experience.  
Learn federal job application procedures and how to write a strong resume. Use your campus career center for help with the application process.  
There are a large number of niche areas and specialized agencies within the federal government. Do extensive research in order to find the area that best matches your skills and interests.  
Take courses or minor in applicable interest area(s).  
Maintain a high grade point average to qualify for government employment.  
Apply for a government internship through the Pathways Program or other student programs to gain relevant experience.  
Research applicable public service exams and hiring procedures.  
Earn a graduate degree to be more competitive for positions. |
## AREAS

### POLITICAL SUPPORT/LOBBYING
- Elected or Appointed Leadership
- Campaign Management
- Staff Administration
- Special Interest Advocacy
- Political Advising
- Lobbying
- Party Administration

### EMPLOYERS
- Political Action Committees (PAC)
- Industrial, educational, and public interest groups
- Political parties
- Campaigns: national, state, or local
- Lobbying organizations
- Large business firms

### STRATEGIES
- Get involved with a political party/group and develop a personal network. The ability to develop networks, coalitions, and alliances with other associations is highly valued.
- Volunteer to work on political campaigns.
- Gain experience with government agencies or departments to help build relationships. Develop excellent public relations, interpersonal, and communication skills.
- Learn how to persuade and negotiate. Participate on a debate team.
- Volunteer in organizations with similar interests and goals.

## NONPROFIT

### Administration
- Management
- Public Relations
- Fund Raising/Development

### Public Relations
- Policy Analysis
- Research
- Grant Writing
- Direct Service

### Fund Raising/Development
- Local and national nonprofit agencies
- Foundations
- Charitable organizations
- Trade or professional associations
- Special interest groups
- Labor unions
- Libraries
- Museums
- Historic sites/historical societies
- Research organizations and think tanks
- Educational institutions

### EMPLOYERS
- Local and national nonprofit agencies
- Foundations
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### STRATEGIES
- Gain experience through volunteering or completing an internship.
- Supplement curriculum with courses in business, psychology, sociology, or social work.
- Obtain leadership roles in relevant campus and community organizations.
- Develop strong communication and research skills.
- Learn how to write grants.
- Demonstrate knowledge and experience in a specialty area, e.g. public health, environment, urban issues.
- Research organizations’ values to find a good fit with yours. It is critical that you are knowledgeable about and committed to the work you’re going to do.
- Investigate term of service or service corps positions as a way to gain entry into the field.
- Consider earning a graduate degree for more job opportunities and advancement.
### Areas

<table>
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<tr>
<th>International Affairs</th>
<th>Employers</th>
<th>Strategies</th>
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<tbody>
<tr>
<td><strong>Human Resources</strong></td>
<td>Product and service organizations, e.g., World Bank, United Nations</td>
<td>Develop strong analytical, communication, and technical skills.</td>
</tr>
<tr>
<td><strong>Budget Analysis</strong></td>
<td>Retail stores, National governments</td>
<td>Obtain related work experience in a business setting through internships and summer or part-time jobs.</td>
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<tr>
<td><strong>Management</strong></td>
<td>Hotels, Non-profit agencies</td>
<td>Earn a minor in business.</td>
</tr>
<tr>
<td><strong>Sales/Marketing</strong></td>
<td>Restaurants, Policy and research organizations</td>
<td>Hone computer skills and learn software packages such as databases, spreadsheets, and presentations.</td>
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<tr>
<td><strong>Purchasing</strong></td>
<td>Manufacturers, Private businesses</td>
<td>Get involved in student organizations and seek leadership roles.</td>
</tr>
<tr>
<td><strong>Management Consulting</strong></td>
<td>Insurance companies, Contracting and consulting firms</td>
<td>Become knowledgeable about corporate social responsibility.</td>
</tr>
<tr>
<td><strong>Occupational Safety Coordination</strong></td>
<td>Print and electronic media, Consulting firms</td>
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<tr>
<td><strong>Public Relations</strong></td>
<td>Other business corporations</td>
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### Business

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### STRATEGIES

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<th><strong>Intergovernmental agencies, e.g., World Bank, United Nations</strong></th>
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<tr>
<td><strong>National governments</strong></td>
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<td><strong>Non-profit agencies</strong></td>
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<td><strong>Policy and research organizations</strong></td>
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<tr>
<td><strong>Private businesses</strong></td>
</tr>
<tr>
<td><strong>Contracting and consulting firms</strong></td>
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Obtain internships or volunteer in order to gain valuable experience in areas of interest. Participate in overseas mission trips or spend a Semester at Sea. Become familiar with national or international application procedures. Research the history and culture of countries or geographic areas of interest. Take steps towards obtaining work or study visas for various locations. Become proficient in at least one foreign language. Spend time studying or working abroad, especially working to make and maintain contacts in foreign countries. Earn a double major or minor in order to gain additional skills or knowledge needed for various positions (i.e., Africana studies, Asian studies, business, psychology, sociology, etc.). For higher level positions an advanced degree is necessary. Research different programs and the concentrations they offer in order to find the best fit for your interests.
HEALTHCARE
Health Services Administration:
  Operations
  Finance
  Program Management
  Material Management
  Human Resources
  Medical Staff Relations
  Information Technology
  Marketing
  Public Relations
  Facilities
  Patient Care
  Provider Relations
  Government Relations
Health Policy:
  Research
  Policy Analysis
  Policy Development
  Legislative Work
  Lobbying

EMPLOYERS
Hospitals, health systems, and clinics
  Medical groups
  Hospices
  Home health agencies
  Long-term care facilities
  Mental health facilities
  Managed care organizations
  Health finance organizations
  Insurance companies
  Pharmaceutical companies
  Academic medical centers
  Federal government agencies
  State government agencies
  Public health departments
  Advocacy groups
  Health foundations
  Nongovernmental agencies, e.g. Red Cross
  Professional associations, e.g. American Medical Association

STRATEGIES
Supplement your curriculum with business courses.
Gain experience through internships or jobs in a healthcare setting.
Develop strong communication and technology skills. Learn how to use database and spreadsheet software.
Get involved in student government or campus organizations related to health issues.
Learn to work well on teams and develop strong leadership skills.
Join related professional organizations and build a network of contacts.
Stay abreast of news in the healthcare industry.
Earn a master’s degree in public health, health administration, public administration, business, or a related field.
To prepare for positions in lobbying and legislation, some will earn a law degree.

LAW
See also What Can I Do With This Major in Law?
Prosecution
Defense
Contractual
Corporate
Nonprofit or Public Interest
Government
Mediation
Other Specialties
Law Assistance
Law firms
  Federal, state, and local government
  Private practice
  Corporations
  Special interest groups
  Universities and colleges
  Legal aid societies
  Nonprofit and public interest organizations, e.g. ACLU, NAACP Legal Defense Fund, Legal Services Corporation
  Legal clinics
  Other private legal services

STRATEGIES
Develop strong research skills and attention to detail.
Participate in debate or forensic team to hone communication skills.
Choose courses or a minor to specialize in a particular area of law, e.g. a minor in business for a career in corporate law.
Find part-time or summer work in a law firm.
Shadow an attorney to learn more about the field and various specialties.
Get involved in pre-law organizations.
Plan to attend law school and earn a law degree.
  Maintain a high grade point average and secure strong faculty recommendations. Prepare for the LSAT (Law School Admission Test).
Obtain specialized certification for paralegal positions.
GENERAL INFORMATION

• An undergraduate degree in Public Administration, with the appropriate experience, is sufficient for entry-level positions in government and business.
• A graduate degree in public administration, public health administration, or business administration helps prepare students for management and upper-level positions. Research programs in order to choose specializations or concentrations of interest.
• Consider law school for careers in upper-level politics, administration, or management. Explore joint J.D. and M.P.A. programs to see if they meet your career goals.
• Obtain a broad liberal arts background including written and verbal communication, research, and language skills.
• Part-time, summer, internship, and volunteer experiences are extremely helpful to find positions in government affairs, nonprofit 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. Assist with campus, local, or national campaigns to gain experience and build relationships.
• Demonstrate interest/involvement in community affairs and events.
• Join related professional organizations such as the American Society of for Public Administration (ASPA).
• Build a strong personal network through informal contacts. Political connections are helpful for appointed positions. Most agencies respond to professional connections.
• Expect keen competition for federal positions. Prepare yourself with a strong academic background and good experience. Seek the classes and experiences that will best prepare you.
• Develop patience, persistence, and drive in obtaining government positions.
• Explore application to government internship programs specifically for college students, such as the Pathways Program at the federal level.
• Research websites that address various government job opportunities, pay structure, and hiring processes.
• Consider military experience and training or the Peace Corps 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.