

# 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.