## PUBLIC MANAGEMENT AND POLICY

### What can I do with this major?

#### Areas

**LOCAL GOVERNMENT**
- Management
- Financial Administration
- Budget Analysis
- Purchasing
- Human Resources
- Risk Management
- Emergency Services Management
- Community Services
- Social Services
- Urban Planning

**STATE GOVERNMENT**
- Finance and Administration
- Human Resource Management
- Environmental Management
- Public Safety and Risk Management
- Emergency Services Management
- Commerce and Insurance
- Purchasing and Acquisitions
- Budget Analysis
- Community Services
- Social Services
- Legislature
- Judicial

#### Employers

- Counties
- Municipalities
- Townships
- School districts
- Special districts
- Departments of state government (varies by state) legislative agencies including:
  - Legislative Reference Services, Bill Drafting
  - Services, Legislative Councils and Budgeting and Auditing staffs
  - State Supreme Courts
  - Personal staff of legislators
  - Intermediate Appellate Courts
  - Trial Courts of General Jurisdiction
  - Trial Courts of Limited Jurisdiction

#### Strategies

- Get involved in community organizations and events, develop network of contacts.
- Employment opportunities in local government follow population trends in terms of growth and decline in availability of positions. Be prepared to relocate to find opportunities.
- Gain relevant experience through internships and/or volunteer positions.
- Conduct applicable research that could be useful to your community.
- Research local government job application procedures and public service exams.
- Research the organization of your state government. Develop specialized skills and interests for particular populations or issues, *(EX: disability, education, homelessness, etc.)*
- Develop research and writing skills.
- Make political contacts with local legislators of both houses. Use informational interviews to form a network.
- Volunteer for political campaigns.
- Consider a graduate degree for more opportunities and advancement.
- Learn the state government employment procedures and utilize your campus career center for assistance with the application process.
- Research applicable public service exams.
## Areas

### FEDERAL GOVERNMENT

#### LEGISLATIVE BRANCH
- Legislative Agencies Legislature
  - Administrative Staff
- Washington-based
- Home District Committee

#### JUDICIAL BRANCH
- Various Court Systems

#### EXECUTIVE BRANCH
- Office of the President
- Management and Budget
- Administration
- Council of Economic Advisors

### INDEPENDENT AGENCIES
- Finance and Administration
- Budget Analysis
- Purchasing
- Human Resources
- Environmental Management
- Security
- Acquisitions Program
- Risk Management
- Emergency Services
- Social Services
- Legal

### Employers

- General Accounting
- Library of Congress
- Congressional Budget Office
- Offices of senators and representatives
- Supreme Court
- U.S. Courts
- Federal Judiciary
- Office of the President
- Emergency Response Policy
- Environmental Protection Agency (EPA)
- Equal Employment Opportunity Commission (EEOC)
- Federal Deposit Insurance Corporation (FDIC)
- Federal Emergency Management Agency (FEMA)
- National Archives & Records
- Nuclear Regulatory Commission
- Office of Personnel Management
- Securities & Exchange Commission (SEC)
- U.S. International Development Cooperation

### Strategies

- Research the structure of Congress and various opportunities available.
- Develop excellent research, writing, and communication skills.
- Build a strong personal network.
- Explore various districts.
- Research the structure and functions of the federal judiciary system.
- Some positions require a law degree and bar certification.
- 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 write a strong resume.
- 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). *(EX: Environmental Policy)*
- Maintain a high grade point average to qualify for government employment.
- Research applicable public service exams and hiring procedures.
- Earn a graduate degree to be more competitive for positions.
- Use your campus career center for help with the application process.
# Areas

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

## NON-PROFIT
- Administration
- Management
- Public Relations
- Fund Raising/Development
- Policy Analysis
- Research
- Grant Writing
- Direct Service

## Employers
- Political Action Committees (PAC)
- Industrial, educational, and public interest groups
- Political parties
  - Democrats, Republicans, Libertarians, Greens, Socialists
- Campaigns: national, state, or local level
- Lobbying organizations
  - NRA, Sierra Club, U.S. Farmers and Ranchers Alliance, AARP, NOW, American Legion,
  - Large business firms
- Local and national non-profit 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

## Strategies
- Get involved with a political party or group and develop a personal network. The ability to develop networks, coalitions, and alliances with other groups 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.
- 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. *(EX: environment, public health, 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. *(EX: Peace Corp, AmeriCorps)*
- Consider earning a graduate degree for more job opportunities and advancement.
## Areas

### BUSINESS
- Human Resources
- Budget Analysis
- Management
- Sales/Marketing
- Purchasing
- Management Consulting
- Occupational Safety
- Coordination Public Relations

### INTERNATIONAL AFFAIRS
- Governance
- Policy Making and Analysis
- Public Sector Reform
- Poverty-Reduction Strategy
- Ethics and Anti-Corruption
- Human Rights
- Public Law
- Organization and Management
- Resource Development
- Public-Private Partnerships
- Media/Communication Policy and Practice
- Education

## Employers

- Product and service organizations
- Retail stores
- Hotels
- Restaurants
- Manufacturers
- Insurance companies
- Print and electronic media
- Consulting firms
- Other business corporations

- United Nations
- U.S. State Department, Foreign Service
- Intergovernmental agencies
  - World Bank, World Trade Organization, European Union, Interpol, International Monetary Fund, North Atlantic Treaty Organization, Arab League
- National governments
- Non-profit agencies
- Policy and research organizations
- Private businesses
- Contracting and consulting firms

## Strategies

- Develop strong analytical, communication, and technical skills.
- Obtain related work experience in a business setting through internships and/or jobs.
- Earn a minor in business related field.
- Hone computer skills and learn software packages such as databases, spreadsheets, and presentations.
- Get involved in student organizations and seek leadership roles.
- Become knowledgeable about corporate social responsibility.

- Obtain internships or volunteer to gain valuable experience in areas of interest.
- Participate in Study Abroad 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.
- 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 to gain additional skills/knowledge for various positions. *(EX: Africana studies, East Asian studies, Latin American Studies, Business, Languages, etc.)*
- For higher level positions an advanced degree is necessary. Research different programs and concentrations to find the best fit for your interests.
## PUBLIC MANAGEMENT AND POLICY

### Areas

**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

**LAW**

- Prosecution
- Defense
- Contractual
- Corporate
- Non-profit or Public Interest
- Government
- Mediation
- Other Specialties
- Law Assistance

### Employers

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

- Law firms
- Federal, state, and local government
- Private practice
- Corporations
- Special interest groups
- Universities and colleges
- Legal aid societies
- Nonprofit and public interest organizations,
  - ACLU, NAACP, Legal Services Corporation, Mexican American Legal Defense and Education Fund (MALDEF)
- Legal clinics
- Other private legal services

### 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.
- Learn to work well on teams and develop strong leadership skills.
- Join related professional organizations and build a network of contacts.
- 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.

- Develop strong research skills and attention to detail.
- Participate in debate OR Model U.N. team to hone communication skills.
- Choose courses or a minor to specialize in a particular area of law, *(EX: minor in business, healthcare, accounting.)*
- 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, non-profit 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.