



CRIMINAL JUSTICE

Bachelor of Science: Criminal Justice
Bachelor of Science: Criminal Justice with Paralegal
Minor: Criminal Justice, Forensic Studies, Homeland Security
Certificate: Cybersecurity

The field of criminal justice affords students an opportunity to learn about some of the nation's most pressing problems: crime, justice, and social control. Criminal justice majors study law enforcement, courts, law and corrections, as well as agencies dealing with juvenile offenders. Students have the option of selecting from two programs: Criminal Justice or Criminal Justice with Paralegal Studies. Students interested in law may incorporate Pre-Law Studies into their curriculum. Graduates may work in a wide range of federal, state, and local government as well as private agencies. Employers recommend one or more internships to be successful and competitive when entering this field.

Career types associated with Criminal Justice

(Is this a good fit for you? Are you a...)

- Enterprising - "Leader"
- Social - "Helper"
- Realistic - "Doer"

Related skills, values, and qualities

- Strong oral and written communication skills
- Sensitivity to and tolerance of people of differing genders, ages, and ethnicities
- Ability to conduct research and effective interviews
- Ability to work well under pressure
- Strong ethical and moral values
- Ability to observe and analyze situations
- Ability to evaluate problems and make appropriate decisions
- Aptitude for leadership

Courses Criminal Justice majors typically enjoy

- Civics/Government
- Criminal Justice
- Economics
- History
- Physical Education
- Psychology
- Social Studies
- Sociology

Common interests of Criminal Justice majors

- Working part-time or volunteering in a community service agency/non-profit group
- Serving as a leader in a school or community organization
- Serving as a peer counselor, tutor, or hotline assistant
- Reading about social issues and attending lectures and conferences related to Criminal Justice
- Participating in military activities and/or serving as a volunteer in fire or law enforcement organizations

For more information about the major

Contact the Criminal Justice Department, 365 Old Main, 484-646-4265, or visit [www.kutztown.edu/Criminal Justice](http://www.kutztown.edu/Criminal%20Justice)

KU Majors related to Criminal Justice

Psychology, Public Administration, Sociology

Enterprising students may also be interested in: Accounting, Advertising*, Communication Design, Communication Studies, Economics*, Education, English-Professional Writing, Environmental Science, Finance, History, International Studies*, Sport Management, Library Science, Literature*, Management, Marketing, Multicultural Studies*, Political Science, Public Relations*, Social Work, Writing*.

* minor only

FOUR STEPS TO SUCCESS

EXPLORE

DISCOVER

EXPERIENCE

IMPLEMENT

1ST YEAR

2ND YEAR

3RD YEAR

4TH YEAR

- Enroll in the Career Exploration Certificate.
- Attend info sessions to learn about career development and personal branding.
- Take a career assessment to identify and confirm interests.
- Get involved in campus clubs and organizations.
- Develop basic workplace skills through jobs or volunteer work.
- Talk with professors, family, and friends about career ideas.
- Conduct informational interviews with professionals working in fields of interest.
- Develop a relationship with your professors and faculty advisor.
- Meet with CDC career coach.
- Attend info sessions to learn about resume writing, and externships.
- Confirm your choice of major and consider options for double major or minor.
- Research careers of interest.
- Complete a job shadowing (externship) experience.
- Seek meaningful employment or volunteer work in a field related to your major.
- Explore options for undergraduate research and study abroad.
- Write a resume and have it reviewed by the CDC.
- Manage your online presence.
- Enroll in the Career Success Certificate.
- Complete an internship and/or undergraduate research.
- Attend info sessions about internships, interviewing, job search strategies, and grad school.
- Build a LinkedIn profile and continue to monitor your online presence.
- Complete a mock interview.
- Build skills through research projects, part-time employment, and volunteer work.
- Participate in employment panels, site visits & networking events.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for
- Attend your Senior Kick-off session and other info sessions to prepare for job search/grad school.
- Update your resume and LinkedIn profile.
- Create cover letter drafts.
- Gain experience through internships and/or undergraduate research.
- Secure references for job/grad school applications.
- Create your "30 second" commercial/elevator pitch.
- Meet with CDC to develop job search strategies.
- Research employers.
- Network with professionals through events and social media.
- Join a professional organization in your discipline.
- Attend the senior etiquette luncheon or dinner.
- Participate in job fairs and on-campus interviewing.

Sample Career Titles

Criminal Justice majors can be found working in a wide variety of career fields. Here are just some career titles that may be of interest. Please note that some jobs may require further education and training.

To learn more about these careers, visit <http://online.onetcenter.org> or www.bls.gov/oco.

Airport Security Officer
Alcohol, Tobacco & Firearms Officer
Attorney
Bailiff
Body Guard
Border Patrol Agent
Case Assistant
Child Support Agency Worker
CIA Agent
Community Service Coordinator
Corrections Facilities Manager
Corrections Officer
Court Administrator/Clerk
Criminal Investigator
Criminologist
Customs Agent
Deportation Officer
Deputy Marshall/Sheriff
Detective

Drug Enforcement Agent
Employment Agency Recruiter
Environmental Conservation Officer
FBI Agent
Firefighter
Fish & Game Warden
Housing/Tenant Representative
Industrial Security Specialist
Juvenile Court Counselor
Law Clerk
Law Enforcement Officer
Legal Assistant
Litigation Manager
Media Criminologist
Non-Profit Organization Advocate
Paralegal
Park Ranger
Parole/Probation Officer
Police Detective

Police Instructor
Polygraph Examiner
Postal Service Investigator
Pre-Trial Services Officer
Private Investigator/Security Officer
Public Defender
Public Safety Officer
Secret Service Agent
Security Officer
Social Service Worker
State Police Officer
Substance Abuse Counselor
Resident Supervisor
Surveillance Officer
Teacher
U.S. Marshall
Victim Services Specialist
Vocational Rehabilitation Counselor
Warden

Common Internship Sites and Employers

Criminal Justice majors often find internships and employment in the following fields/industries.

- Airports
- Financial Institutions
- Compliance/Legal Departments
- Courts and Law Offices
- Medical Groups
- Military and Para-Military Groups
- Non-Profit Organizations
- Private Business
- Law Enforcement
- Law Offices
- Public Interest Advocacy
- State/Federal Government

Handshake

Handshake is the primary online resource
for preparing and connecting students and alumni with employers.
www.kutztown.edu/Handshake

Useful Websites for Criminal Justice Majors

Whether you are researching related career fields, applying for internships or jobs, or planning to join a professional association, these websites are for you!

Industry/Employment Information

- Careers in Corrections
www.corrections.com/networks/careers
- Government Jobs
www.governmentjobs.com
- Making the Difference
www.makingthedifference.org
- <https://www.criminaljusticeprograms.com/criminal-justice-careers/>
- Police Employment
www.policeemployment.com
- Police One
www.policeone.com
- USA Jobs
www.usajobs.gov
- United States Department of Justice
www.justice.gov
- PA State Civil Service Commission
www.scsc.pa.gov
- Law Crossing
www.lawcrossing.com
- LinkedIn Jobs
www.linkedin.com/jobs

Professional Associations

- Academy of Criminal Justice Sciences
www.acjs.org
- American Criminal Justice Association
www.acjalae.org
- American Correctional Association
www.aca.org
- American Probation & Parole Association
www.appa-net.org
- American Society of Criminology
www.asc41.com
- Association for Criminal Justice Research
www.acjrca.org
- International Association for the Study of Organized Crime
www.iasoc.net
- National Criminal Justice Association
www.ncja.org
- National Federation of Paralegal Associations
www.paralegals.org

Related Area Employers

- Police**
- Allentown Police Department
- Bethlehem Police Department
- Central Intelligence Agency
- Exeter Township Police Department
- Federal Bureau of Investigation
- Office of Inspector General
- Pennsylvania State Police
- Reading Police Department
- The Washington Center
- Courts**
- Berks County District Attorney
- Office of Lehigh County District Attorney
- Office of Montgomery County District Attorney
- Office of Pennsylvania Attorney General
- Corrections**
- Bucks County Juvenile Probation
- Federal Bureau of Prisons
- Lehigh County Jail
- Lehigh County Juvenile Probation
- Montgomery County Adult Probation
- Pennsylvania Department of Corrections
- U.S. Probation and Pretrial Services, Middle District of Pennsylvania
- Human Services**
- Berks Connections / Pretrial Services
- Community Services Group
- KidsPeace
- Pennsylvania Department of Human Services
- Safe Berks

Building Your Resume for a Career in Criminal Justice

Building a strong resume for your career field starts long before you ever start your job search. Employers want to hire graduates who not only have the necessary educational background but also have experience

Christina Justice

cjust000@live.kutztown.edu, www.linkedin.com/in/christina, 555-555-5555

PROFILE

Interested in working as a Drug Enforcement Agent for Bethlehem Township Police Department.

EDUCATION

B.S. Kutztown University of Pennsylvania
Major: **Criminal Justice** Minor: **Psychology**
Major GPA: 3.73
Dean's List

Kutztown, PA
Dec 20xx

Fall 20xx, Spring 20xx, Fall 20xx

Related Courses: Criminal Law, Criminal Procedure, Management of Offenders, Juvenile Justice System, Community Corrections, Investigation and Intelligence, Ethics in Criminal Justice

EXTERNSHIP & INTERNSHIP EXPERIENCE

Northampton Township Police Department
Student Intern

Holland, PA
Summer 20xx

- Aided in the investigation of Northampton Township's suspected drug traffickers
- Handled and documented evidence, both in the field and at headquarters
- Assisted with record reviews and document filing within the detectives division

Student Extern

May 20xx

- Witnessed police activities such as interviews and search warrants
- Observed procedures including ticketing and probation investigations

RELATED EXPERIENCE

KuBOK, Kutztown Neighborhood Watch Program
Volunteer

Kutztown, PA
Fall 20xx-Present

- Patrol campus and community to ensure safety of students and citizens
- Alert law enforcement of suspected criminal occurrences
- Escort students home safely

Pennsylvania State Police: Bureau of Liquor Control Enforcement
Underage Buyer

Fogelsville, PA
Oct 20xx-Aug 20xx

- Coordinated with Liquor Control Enforcement officers to deter the sale of alcohol to minors
- Attempted to purchase alcohol from liquor-licensed establishments
- Identified non-compliant establishments and wrote detailed reports describing incidents of non-compliance
- Provided testimony in administrative court hearings detailing incidents

College Town Bar
Security

Lehigh Valley, PA
May 20xx-May 20xx

- Provided security during peak bar hours
- Utilize communication skills and occasional physical intervention to escort policy violators from the premises
- Verified identification of potential bar patrons

CAMPUS INVOLVEMENT & AWARDS

Criminal Justice Association, Kutztown University
Career Success Certificate, Kutztown University Career Development Center
Career Exploration Certificate, Kutztown University Career Development Center

Fall 20xx-Present
Spring 20xx
Fall 20xx

WORK EXPERIENCE

The Bagel Bar
Cashier/Server

Kutztown, PA
Aug 20xx-Present

- Prepare food for customers while ensuring all food safety regulations are followed
- Train new employees on proper work procedures
- Handle cash and credit transactions

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through internships & related experiences.

Utilize summer breaks to acquire valuable experience via volunteer or employment opportunities related to your major.

Develop professionally through campus involvement and professional memberships. This illustrates responsibility, leadership abilities and time management skills.