



PUBLIC ADMINISTRATION

Bachelor of Science: Public Administration
Bachelor of Science: Public Administration with Paralegal
Minor: Public Administration

Public administration involves the management of public and non-profit organizations and various aspects of public service and governmental programs and services. Students learn about budgets, planning, and management techniques which lead to the effective functioning of agencies. Students are provided a broad understanding of the principles, processes, goals, and problems of administering public services, with special emphasis on the political realities of public sector management.

A degree in Public Administration is ideal for students who wish to pursue entrance into graduate programs or law schools and/or careers in public affairs, business, education and the media. This major requires a full-time internship.

Career types associated with Public Administration

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

Enterprising - "Leader"

Social - "Helper"

Realistic - "Doer"

Related skills, values, and qualities

- Strong oral and written communication skills
- Ability to relate to people from varying backgrounds
- Ability to conduct research and effective interviews
- Ability to work well under pressure
- Diplomacy and integrity
- Understanding and sensitivity to community needs
- Ability to evaluate problems and make appropriate decisions
- Aptitude for leadership

Courses Public Administration majors typically enjoy

- Civics/Government
- Economics
- Geography
- History
- Leadership
- Psychology
- Public Speaking
- Social Studies
- Social Work
- Sociology

Common interests of Public Administration majors

- Attending political rallies or lectures
- Serving as a part-time worker or volunteer precinct clerk, poll watcher, or in news media
- Running for public school or municipal office
- Joining a debate or forensics team
- Participating in fundraising or writing promotional materials for a political campaign
- Participating in student government
- Joining a school newspaper staff, freelance writing, or reading political publications

For more information about the major

Contact the Political Science Department,
318 Old Main, 610-683-4449, or visit
[www.kutztown.edu/Public Administration](http://www.kutztown.edu/PublicAdministration)

KU Majors related to Public Administration

Environmental Science, Geography, Management,
Political Science, Sport Management, Sociology

Enterprising students may also be interested in:
Accounting, Advertising*, Communication Design,
Communication Studies, Economics*, Education,
English-Professional Writing, Finance, History,
International Studies*, Library Science, Literature*,
Psychology, Marketing, Multicultural Studies*, Public
Relations*, Social Work, Women's Studies*,
Writing*

* minor only

FOUR STEPS TO SUCCESS

EXPLORE

DISCOVER

EXPERIENCE

IMPLEMENT

1ST 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.

2ND YEAR

- 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.

3RD YEAR

- 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 Careers Cafe & networking programs.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for admissions tests.

4TH YEAR

- Attend your senior kick-off 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.
- 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 dinner/luncheon.
- Participate in job fairs and on-campus interviewing.

Sample Career Titles

Public Administration 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.

- Account Executive/Service Rep.
- Advocate
- Archivist
- Anthropologist
- Association Manager
- Attorney
- Broadcast Journalist
- Business Development Officer
- Budget Analyst
- Campaign Manager
- City Manager
- Community Relations Director
- Congressional Aide/Researcher
- Consumer Advocate
- Diplomat
- Editor
- Educator
- Environmental Policy Analyst
- FBI/CIA Agent
- Financial Analyst
- Foreign Correspondent
- Foreign Service Officer
- Government Intelligence Analyst
- Historic Preservationist
- Hospital Administrator
- Intelligence Officer
- International Banker
- International Organization Official
- International Trade Specialist
- Judge
- Labor Organizer
- Labor Relations Specialist
- Law Enforcement Officer
- Legal Assistant
- Legislative Analyst
- Lobbyist
- Management Analyst
- Mayor
- Media Analyst
- Military Officer
- Newspaper/Magazine Journalist
- Nonprofit Manager/Director
- Paralegal
- Parole/Probation Officer
- Peace Corps/Vista Worker
- Politician
- Political Consultant/Scientist
- Probation/Parole Officer
- Public Administrator/Manager
- Public Health Official
- Public Opinion Interviewer
- Public Relations Specialist/Director
- Radio/TV Announcer/Producer
- Real Estate Agent/Broker
- Researcher
- Sales Manager
- School Administrator
- Social Services Administrator
- Social Worker
- Special Interest Group Director
- Teacher: Humanities/Social Sciences
- Writer/Author

Common Internship Sites and Employers

Public Administration majors often find internships and employment in the following fields/industries.

- Business & Industry
- Campaign Management Firms
- Community Agencies
- Consulting Firms
- Colleges/Universities
- Human Resources
- Medical Facilities
- Non-Profit Organizations
- Political Parties
- Private/Public Interest Groups
- Public/International Affairs Offices
- State/Federal Government



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

Useful Websites for Public Administration 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 Information & Job/ Internship Search Sites

American Enterprise Institute for
Public Policy Research
www.aei.org

Careers in Federal Government
www.makingthedifference.org

Government Jobs
www.governmentjobs.com

Jobs in Public Service & Administration
www.rileyguide.com/public.html

LaSalle Non-Profit Center
www.lasallenonprofitcenter.org

Law Crossing
www.lawcrossing.com

National Nonprofit Job Opportunities
www.opportunitynocs.org

Our Public Service
www.ourpublicservice.org

Public Service Careers
www.publicservicecareers.org

Professional Associations

American Political Science Association
www.apsanet.org

American Society for Public Admin.
www.aspanet.org

Association for Public Policy Analysis
& Management
www.appam.org

Nat'l Association of Schools of Public
Affairs & Administration
www.naspaa.org

National Council on Public History
<http://ncph.org>

National Federation of Paralegal
Associations
www.paralegals.org

Society for Human Resource
Management
www.shrm.org

Related Area Employers

Careerminds
Geisinger
Valley Health Partners Community
Health Center
PA Department of Labor & Industry
PA Senate
Political Campaigns

Building Your Resume for a Career in Public Administration

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 applying that knowledge.

Pablo Public Administration

ppubl000@live.kutztown.edu, 555-555-5555

QUALIFICATIONS

- Excellent leadership and decision making skills
- Experience working with diverse populations
- Strong oral and written communication skills
- Proficient in SPSS, Microsoft Office & Linux

EDUCATION

B.S. Kutztown University of Pennsylvania
Major: Public Administration
Minor: Multicultural Studies
GPA: 3.88
Dean's List

Kutztown, PA
May 20xx

Fall 20xx, Fall 20xx, Spring 20xx

Related Courses: Empirical Political Analysis, Planning and Decision Making, Public Budgeting and Fiscal Management, Human Resource Management, Public Policy Making

INTERNSHIP & EXTERNSHIP EXPERIENCE

Borough of Kutztown

Intern

- Assist Borough Manager with budget preparation and reconciliation
- Develop a Borough Traffic Improvement Plan in coordination with University and city officials
- Work with Public Works Department to create and promote Electronic Recycling Days
- Attend bi-weekly council meetings

Kutztown, PA
Fall 20xx-Present

Delaware Lehigh National Heritage Corridor

Intern

- Developed a public wellness program incorporating use of local trails
- Assisted in preservation and upkeep of trails
- Researched educational and legal documents pertaining to public health and wellness
- Recorded notes during commission meetings focused on strategic planning efforts

Easton, PA
Spring 20xx

Extern

- Observed preservation process of D&L Trail and canal system
- Attended public meeting dedicated to community revitalization and historic preservation

CAMPUS INVOLVEMENT

Presidential Ambassador, Kutztown University

- Work directly with President's Office to promote student-alumni connection events such as career networking nights, homecoming festivities, and alumni dinners

Fall 20xx-Present

Member, Kutztown University Student Government Board

Member, Kutztown University Social Welfare Club

Volunteer, KuBok, Kutztown Neighborhood Watch Program

- Patrol campus and community to ensure safety of students and citizens

Recipient, Career Success Certificate, Kutztown University Career Development Center

Recipient, Career Exploration Certificate, Kutztown University Career Development Center

Spring 20xx-Present

Fall 20xx-Present

Fall 20xx-Present

Spring 20xx

Fall 20xx

WORK EXPERIENCE

Kutztown University Health & Wellness Center

Desk Receptionist

- Schedule appointments, manage waiting room, record and file confidential information

Kutztown, PA

Fall 20xx-Present

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through clinical practice.

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.