

# Career Checklist

Political Science and Public Administration Majors



## NOTICES

- ✓ DO NOT wait until you are near graduation to get ready for your job/career search. START preparing as soon as you get into UNF!
- ✓ An internship can be crucial in making contacts and learning skills that can help you get a job after graduation. An internship is not required in our major but recommended.

## CAREER PLANNING

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### PSPA FRESHMEN

- Look at the University's Career Success Center and Career Services and become familiar with both offices. <https://www.unf.edu/coas/csc/> & [https://www.unf.edu/careerservices/Career\\_Services\\_Student\\_Page.aspx](https://www.unf.edu/careerservices/Career_Services_Student_Page.aspx)
- Register for Osprey Career Link at <https://www.unf.edu/coas/csc>  
This site gives information on job and internship opportunities from Career Services.
- Career Map: Your Four Year Plan:  
[https://www.unf.edu/coas/csc/Career\\_Map\\_Your\\_Four\\_Year\\_Plan.aspx](https://www.unf.edu/coas/csc/Career_Map_Your_Four_Year_Plan.aspx)
- Take courses where you have an interest – i.e. International Relations, Public Law, American Politics and Public Administration.
- Look at the PSPA careers website including Alumni Testimonials to view various career options at <http://www.unf.edu/coas/pspa/Careers.aspx>
- Interested in Law School!? You should join the Pre-Law Program at UNF at <https://www.unf.edu/coas/prelaw/>

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## PSPA SOPHOMORES

- If you need some guidance on what direction your career might be headed, take the course EDG 2000 Career Planning(Link: [https://www.unf.edu/careerservices/Career\\_Planning\\_Class.aspx](https://www.unf.edu/careerservices/Career_Planning_Class.aspx) )
- Take the Department's one-hour Pre-Internship Course with Dr. Mary Borg. The course introduces internship opportunities and resume preparation.
- If you are interested in working on political campaigns, volunteer in a campaign or with a political party. Contact PSPA 904-620-2997
- Talk to faculty members who teach in an area that you have an Interest.  
<https://www.unf.edu/coas/pspa/Faculty.aspx>
- Meet with your Career counselor to develop your job search plan.  
(Link: [https://www.unf.edu/careerservices/Career\\_Services\\_Staff.aspx](https://www.unf.edu/careerservices/Career_Services_Staff.aspx) )
- Attend Career Programs / Job Fairs: <https://www.unf.edu/careerservices/events/>

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## PSPA JUNIORS

- TRANSFERS STUDENTS: Make sure to look at the items for Freshmen and Sophomores above. Especially these websites: <http://www.unf.edu/coas/pspa/Careers.aspx> | <https://www.unf.edu/coas/csc/> & [https://www.unf.edu/careerservices/Career\\_Services\\_Student\\_Page.aspx](https://www.unf.edu/careerservices/Career_Services_Student_Page.aspx)
- TRANSFER STUDENTS: Make Sure to register in Osprey Career Link at <https://www.unf.edu/coas/csc>
- Interested in Law School? You should join the Pre-Law Program at UNF at <https://www.unf.edu/coas/prelaw/>
- If you are not going to Graduate School or Law School, you should have a preliminary answer to this question: When I graduate, I would like to work as: a Teacher? Political Professional? Data Analyst? Government Relations Person? State Department Employee? Sales Person? Business Analyst? City Manager? Public Spokesperson for a Nonprofit? Congressional Assistant? Etc. Link: [https://www.unf.edu/careerservices/Career\\_Assessments.aspx](https://www.unf.edu/careerservices/Career_Assessments.aspx)
- Start listing the skills you have or are developing that are a good match for your prospective job. Employers are looking for specific skills such as fundraising ability, ability to write professionally, ability to present complicated concepts to an audience, interpretation and presentation of data, and knowledge of other cultures and nations. [https://www.unf.edu/careerservices/Career\\_Assessments.aspx](https://www.unf.edu/careerservices/Career_Assessments.aspx)
- Meet with Dr. Mary Borg, Ambassador Nancy Soderberg or Department Chair Dr. Matthew Corrigan to find an appropriate internship. (<http://www.unf.edu/coas/pspa/Internships.aspx>). Also, attend our Departments' internship fair in February of each year.
- Develop a professional resume and an online portfolio. Tips for resume and cover letter writing are here <http://www.unf.edu/coas/pspa/Internships.aspx> or [http://www.unf.edu/careerservices/Resume\\_Writing\\_Guide\\_For\\_Deciding\\_and\\_Exploring\\_Students.aspx](http://www.unf.edu/careerservices/Resume_Writing_Guide_For_Deciding_and_Exploring_Students.aspx)
- Think about WHERE you would like to work and start developing personal contacts in that community. Make sure to use friends, relatives, and past work references as potential contacts. If you are staying in Jacksonville after graduation, get involved in a young professionals organization like IMPACTJAX. <http://www.myjaxchamber.com/get-involved/impactjax/>. There are many other types of these organizations in the city. Professional contacts and relationships matter!
- Attend additional [workshops and employer-sponsored sessions](https://www.unf.edu/coas/csc). (Link: Osprey Success Center at <https://www.unf.edu/coas/csc>)
- Thinking about Graduate School? The PSPA department has two options: A Master of Public Administration & A Master of International Affairs of Arts. More information about other Political Science graduate programs is available here <http://www.apsanet.org/RESOURCES/For-Students>.

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## PSPA SENIORS

- Attend additional Career Programs / Job Fairs at <https://www.unf.edu/careerservices/events/>
- Participate in the S.T.A.R. Program for services and workshops on Job Search, Resume Writing, and Interviewing. (Link: [https://www.unf.edu/coggin/cmc/students/S\\_T\\_A\\_R\\_Program.aspx](https://www.unf.edu/coggin/cmc/students/S_T_A_R_Program.aspx) )
- SLS3408: Employment skills and career success taught by the Career Center. Helps students prepare for their job search. Link: [https://www.unf.edu/careerservices/Career\\_Courses\\_Menu.aspx](https://www.unf.edu/careerservices/Career_Courses_Menu.aspx)
- Review and update your resume to ensure it targets your career interests. (Link: [http://www.unf.edu/careerservices/Resumes,\\_Curriculum\\_Vitae,\\_and\\_Cover\\_Letters.aspx](http://www.unf.edu/careerservices/Resumes,_Curriculum_Vitae,_and_Cover_Letters.aspx))
- Prepare for job interviews. (link: Osprey Career Link at <https://www.unf.edu/coas/csc>
- Develop your job interview skills through practice interviews (InterviewStream) (Link: <https://unf.interviewstream.com/Account/Login?ReturnUrl=%2f>)
- Update your profile to fully maximize recruiting programs and services. Career Resources: [http://www.unf.edu/careerservices/Site\\_Map\\_Career\\_Resources.aspx](http://www.unf.edu/careerservices/Site_Map_Career_Resources.aspx)
- Seek job openings related to your career interests. (Link: [http://www.unf.edu/careerservices/Finding\\_A\\_Job\\_Menu\\_Page.aspx](http://www.unf.edu/careerservices/Finding_A_Job_Menu_Page.aspx) | <http://www.simplyhired.com> | <http://www.careerbuilder.com>
- Research companies with job opportunities related to your career interests and attend job fairs to meet with employer representatives (Research Link: [http://www.unf.edu/careerservices/Making\\_The\\_Most\\_of\\_A\\_Job\\_Fair.aspx](http://www.unf.edu/careerservices/Making_The_Most_of_A_Job_Fair.aspx)) (Job Fairs Link: <http://www.unf.edu/careerservices/events/> )
- Build your professional and career network of contacts. (Link: <http://www.unf.edu/careerservices/Networking.aspx>)
- Utilize social media to expand your network – especially <https://www.linkedin.com> | [FB](#) | [Twitter](#)

## AS A FINAL POINT

- ✓ Find a person who is doing the job you want to do and ask them if you can shadow them.
- ✓ Make sure to keep developing your skills in research, writing, oral presentations, data analysis (SPSS & Excel), and knowledge of current events and trends.
- ✓ Keep in contact with **Career Services** and the **PSPA Department** after you graduate from UNF. Opportunities can occur after you graduate.

