

Linking Majors to Careers

Public
Administration

(For CPS undergraduate students only)

Public Administration majors or those interested in the Public Administration certificate are qualified for a wide variety of management-related careers in all sectors of government (federal, state, county, city, and quasi-governmental). Study in this academic area provides students with needed skills and knowledge in diverse areas such as: government structures at all levels and ways of serving society; forces that determine income levels and fiscal/monetary policies based on macroeconomic indicators; government priorities' determination and policy implementation; governmental spending practices and revenue collection; innovation and change in governments; and tools governments use to successfully interact with the communities they serve.

This degree will provide an excellent foundation for those wishing to enter into a career of public service, those in government wishing to advance their public sector careers and perhaps those running for an elected office. The Public Administration degree also provides an excellent foundation for further education and graduate work in business, management, or public administration.

Skills: The person who majors in Public Administration at Regis University has the opportunity to learn a number of essential skills such as:

- | | |
|---|----------------------|
| Interpersonal communication | Writing |
| Intercultural communication | Directing activities |
| Organizing | Decision-Making |
| Promoting | Detail work |
| Analysis | Planning |
| Program development | Conceptualizing |
| Problem Solving | Finance |
| Policy development | Entrepreneurship |
| Negotiating | Predicting outcomes |
| Making Presentations | Designing |
| Assessing | Coordinating |
| Using quantitative skills | Synthesize |
| Budgeting | Economic analysis |
| Community development | Interpret data |
| Community/demographic analysis | Lead and direct |
| Creating | |
| Dealing with local, national & international issues | |

Suggestions for successful entry into a career in Public Administration:

1. Gain skills in interpersonal, intercultural and speech communications by taking courses and joining organizations with opportunities to speak such as Toastmaster's.
2. Gain as much knowledge about governmental and political processes as you can.
3. Study abroad or volunteer in an organization that works with cultures different from your own.
4. Attend political and community meetings and lectures.
5. Join a professional organization.
6. Participate in local government and follow local government, political and social issues.
7. Volunteer or work for a political campaign or a local issue.
8. Meet with local community organizations to gain understanding of issues and concerns.
9. Join a professional organization.
10. Do an internship.

Related Jobs: A degree in Public Administration will assist students in gaining access to government, quasi-government, and government consulting careers in management/supervision, budgeting/analysis, service delivery, legal systems, and community outreach and social service.

Management/Supervision

- City Clerk
- Records Administrators
- Division Managers
- Resource Development Admin.
- Human Services Managers
- Property/Facility Managers
- Housing Supervisors/Managers
- Human Relations Specialists

Community Outreach/Social Service

- Citizen Outreach
- Planners
- Economic development
- Volunteer Coordinator
- Grant Writer
- Program Manager
- Researcher
- Ombudsman

Legal Systems

- Court Administrators
- Police agents and law enforcement
- Politician

Budgeting/Analysis

- Revenue Managers
- Program Assistant
- Budget Analyst or Budget Officer
- Auditor

Service Delivery

- Regional Parks Supervisors
- Urban parks Supervisors
- Golf Course Supervisors
- Recreation Supervisors/Managers
- Animal control Supervisors
- Fleet Management
- Street Maintenance Supervisors
- Transportation Planner
- Traffic Manager

Useful Websites

- American Society for Public Administration www.aspanet.org
- Council of State Governments www.csg.org
- E-government directory with links to state and local government sites www.egovlinks.com
- Official site of the U.S. President's E-government initiatives www.whitehouse.gov/omb/egov
- Institute of Public Administration www.theipa.org
- International City Management Association www.icma.org
- National Academy of Public Administration www.nawash.org
- National Association of State Information Systems www.nascio.org
- National Association of State Personnel Executive www.naspe.net
- National League of Cities www.nec.org
- www.govtjobs.com national associations website

For information on specific federal government agencies and departments search by the name of the agency or department. For instance, search US Dept. of Health and Human Services and find the link www.hhs.gov.

For information on Colorado government agencies and departments go to www.colorado.gov/colorado-government/.

CAREER RESOURCES IN:

- CAREER SERVICES LIBRARY (CS)
 - DAYTON MEMORIAL LIBRARY (DM)
 - ON THE INTERNET
-

Career and Occupational Information

Occupational Outlook Handbook (CS, DM, and <http://www.bls.gov/oco>)

ONET <http://online.onetcenter.org>

Adams Jobs Almanac (CS, DM)

Dictionary of Occupational Titles (CS, DM)

Great Careers for... series (CS)

Careers for ... series (CS)

Careers in ... series (DM)

Encyclopedia of Career and Vocational Guidance (DM)

Liberal Arts Career News (CS)

Professional Organizations

National Directory of Non-Profit Organizations (DM)

Denver Meets (DM)

Encyclopedia of Associations (link on DM online catalog)

Internet Public Library listing at: <http://www.ipl.org/ref/AON/>

Employer Directories

Reference USA (link on DM online catalog)

Denver Business Journal Top 25 Book of Lists (CS, DM)

Colorado Business Directory (CS, DM and available via link on DM online catalog)

Directory of Colorado Manufacturers (DM)

Rocky Mountain High Tech. Directory (CS, DM)

Colorado International Trade Directory (DM)

Almanac of American Employers (CS, DM)

Job Banks for US cities (CS, DM)

Standard & Poor's Register of Corp. Directory (link on DM online catalog)

Thomas Register of American Manufacturers <http://www.thomasregister.com>

Directory of Colorado Non-Profits (DM and <http://www.canpo.org>)

Employment Outlook

Occupational Outlook Quarterly (CS, DM)

Job Rated Almanac (DM)

CAM report (CS)

Employment Outlook for Colorado (DM)

Internships

Internships are placements with employers that give Regis students with a GPA of 2.5 or better the opportunity to combine coursework with real-life experience while earning academic credit. Internships enhance academic knowledge, personal development and professional preparation. In addition, a successful internship can give students an edge when hiring decisions are made because employers seek applicants with practical experience in their field. Students interested in an internship need to register with the **Academic Internship Program** for help with determining a site placement, learning objectives and academic criteria.

Graduate School Information

Real Guide to Grad School (CS, DM)

Peterson's Graduate and Professional Programs (CS, DM and <http://www.petersons.com>)

Gorman Report (CS)

Graduate School Admissions Advisor (CS)

Getting what you came for (CS)

Educational Rankings Annual (DM)

College Blue Book (DM)

Directory of Post-Secondary Institutions (DM)

Salary Information

Colorado Occupational Wages

(<http://navigator.cdle.state.co.us/career/wages.asp>)

Compensation & Working Conditions (DM)

NACE Salary Survey (CS)

Salary.com - <http://Salary.com>

Alumni Career Network

One of the best resources for career information is people work in the field you are considering. Contact information for Regis Alumni who have agreed to talk with students investigating career fields is available on the Alumni Career Network, a program located under "Resources" at <http://www.ecampusrecruiter.com/regis>

World Wide Web Sites

Regis Career Services: <http://www.regis.edu/careerservices>

Dayton Memorial Library article and research database:

<http://www.regis.edu/libdatabase.asp?sctn=lib&p1=empty>

JobWeb (NACE): <http://www.jobweb.org>

Career Magazine: <http://www.careermag.com>

America's Job Bank: <http://www.ajb.dni.us>