



Meeting the Career Development Needs of Graduate Students: Building Bridges Through Campus Connections

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First, a nod to our collaborator

- Briana Keller
- Assistant Director
- Career Center
- University of Washington



Goals

- Identify career needs of graduate students
- Describe challenges in working with this population
- Importance of collaborating with other campus units
- Share examples of programming & resources from a variety of offices

Graduate Student Career Concerns

- Developing academic job search strategy
- Searching for non-academic jobs
- Finding post doc positions
- Developing job search materials:
 - e.g., academic cover letters, vitae, portfolio
- Navigating faculty mentor expectations

Graduate Student Career Concerns

- Dual career couple issues
- Lack of knowledge regarding transferrable skills
- Incomplete/inaccurate knowledge about options beyond academia
- Experiencing a stressful shift in career identity

Additional Concerns from Survey

- Finding fellowships and research grants
- Career fairs specifically for grad students
- Some students unclear about why they are in graduate school
- Understanding relationships, unspoken rules, and expectations in grad school
- Reconciling student goals and lack of tenure-track positions
- Career transitioning, changing careers, and niche-finding in the new economy

Challenges in Working with Graduate Students

- Time demands
- Tendency to seek help only from faculty mentors not career services
- View the career center as not relevant to their situation
- Disciplines may be very specialized

Additional Challenges from Survey

- Student expectations of potential salaries
- Budget cuts and limited staff
- Staff knowledge and experience
- Serving international students planning to remain in the US
- Connecting with graduate students early
- Awareness of available services
- View of graduate students as having fewer needs than undergraduates

How Can Career Centers Respond?

- Campus partnerships
- Career library resources
- Programming/workshops
- Web-based resources

Building Bridges with Campus Partners

- **Counseling Center**
 - Collaborative workshops on stress management, managing dual careers
- **The Graduate School**
 - Jointly sponsored professional development activities
 - Participating in the campus “council” on graduate studies
- **Career Center liaisons**

Building Bridges with Campus Partners

- Alumni Associations
- Academic Advisers/Graduate Program Advisers/Assistants
- Faculty/Graduate Program Coordinators
- Office of Postdoctoral Affairs

Career Library Resources

- Doing an inventory to make sure the collection contains resources targeted at graduate students
 - general resources, e.g.,
 - vita preparation
 - targeted resources
 - Directories of employers that hire advance degree candidates

Career Library Resources (cont.)

The screenshot shows the H-Net Job Guide website. At the top, there is a green navigation bar with the text "Humanities and Social Sciences Net ONLINE" on the left and a menu of links: "about", "search", "site map", "editors", "donate", "contact", and "help". Below this, there are four buttons: "Discussion Networks", "Reviews", "Job Guide", and "Announcements". The main content area features a large graphic with the text "H-Net Job Guide" and "academic position announcements" overlaid on a background of people in a library. On the left side, there is a search box labeled "Search Job Guide" with a "Go" button and a link to "Advanced Jobs Search". Below the search box, there are several menu items: "Job Guide Home", "About Job Guide", "Browse for Jobs", "Submit a Job", and "New Postings".

Making sure career services web page contains links targeted to graduate students

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▶ creating *meaningful* career connections

HOME STUDENTS GRAD STUDENTS ALUMNI EMPLOYERS RESOURCES NEWS & ARTICLES DONATE ABOUT US

Click and type your search here... GO

FONT SIZE + - ShareThis

grad student navigation

- ▶ Grad Students Home
- ▶ GradStudent Calendar
- ▶ Personal Development
- ▶ Strategies for Success
- ▶ Academic Careers
- ▶ Beyond Academia
- ▶ Grad Student Newsletter

Welcome Grad Students

The Career Center offers numerous resources to graduate students. Learn more about unique programming and resources by exploring the navigation box at right. For a printable flyer and more information on Grad Student resources, [click here](#). For our Annual Report on Grad Student services, [click here](#).

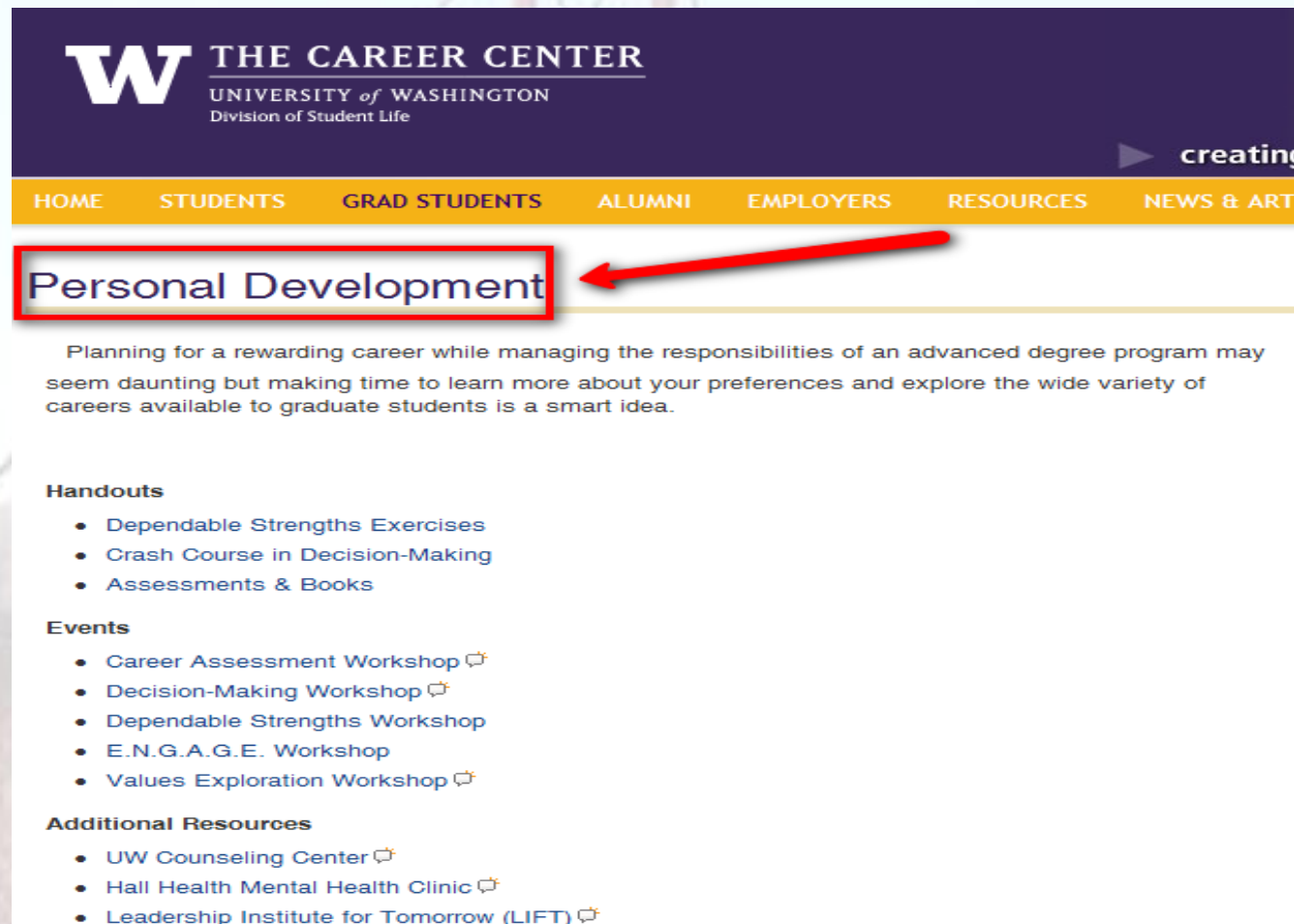
- **Need Career Assistance?**
Participate in our 15-minute walk-ins daily ([click here for our current schedule](#)). Or, schedule an appointment or mock interview with a counselor. Just stop by or **call the Career Center** to make an appointment.
- **Job Boards**
Grad students looking for work can find help and information through two different job boards. **HuskyJobs** contains hundreds of jobs and internships across a range of fields. The **Bio Career Center** has hundreds of jobs for life scientists.
- **Events and Jobs ListServes for Grad Students**
Join **Grad Student Connections** to receive four emails each month about upcoming grad student

huskyjobs
Click here to find jobs & internships
» Employers Login Here ‹

LETTERS of EVALUATION ONLINE

UPCOMING Workshops & Events
Alum Dependable Strengths Seminar

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Personal Development

Planning for a rewarding career while managing the responsibilities of an advanced degree program may seem daunting but making time to learn more about your preferences and explore the wide variety of careers available to graduate students is a smart idea.

Handouts

- Dependable Strengths Exercises
- Crash Course in Decision-Making
- Assessments & Books

Events

- Career Assessment Workshop ☞
- Decision-Making Workshop ☞
- Dependable Strengths Workshop
- E.N.G.A.G.E. Workshop
- Values Exploration Workshop ☞

Additional Resources

- UW Counseling Center ☞
- Hall Health Mental Health Clinic ☞
- Leadership Institute for Tomorrow (LIFT) ☞

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HOME

STUDENTS

GRAD STUDENTS

ALUMNI

EMPLOYERS

RESOURCES

NEWS & A

Strategies for Success



Resources on this page will help you maximize your graduate education, strengthen your network, enhance your level of professionalism, and prepare for your career - inside or outside academia.

Handouts

- [Thriving in Graduate School](#)
- [Intentional Career Planning](#)
- [Building Your Network](#)
- [How to Use LinkedIn Effectively](#)
- [Working the Room](#)
- [Finding & Funding a Postdoc Position](#)
- [Managing Finances & Budgets](#)

Events

- [Etiquette Dinner](#)

Additional Resources

- [Graduate School Mentor Memos](#) ☞
- [Graduate School Calendar](#) ☞
- [Graduate & Professional Student Senate \(GPSS\)](#) ☞
- [Grants & Funding Information Service](#) ☞
- [Fellowships & Assistantships](#) ☞

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Academic Careers

The resources below were designed to help graduate students explore and apply for an array of teaching, research, and administrative careers in academia.

Downloadable Resources

- [Preparing for the Market](#)
- [Finding Positions](#)
- [Curriculum Vitae](#)
- [Cover Letters](#)
- [Letters of Recommendation](#)
- [Research Statements](#)
- [Teaching Statements](#)
- [Interviewing](#)
- [Job Talks](#)
- [Teaching Demonstrations](#)
- [Negotiations](#)
- [First Year as a Professor](#)
- [Community College Job Search](#) 🌟
- [Staff Positions](#)
- [Dealing with Rejection](#)

Events

- [Academic Careers Workshops](#)

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STUDENTS

GRAD STUDENTS

ALUMNI

EMPLOYERS

RESOURCES

NEWS & ARTI

Beyond Academia

The corporate, non-profit, and government sectors offer a diverse set of career opportunities. Use the information below to excel in careers beyond academia.

The myStory Project

- Ruth Howell
- Lokesh Ramani
- Adam Burdick
- Brianna Blaser
- Verena Hess
- Anu Gautam
- Phil Gore

Handouts

- Exploring Options
- Preparing for the Job Search
- Employer Opinions
- How to Find a Job
- Job Boards
- Finding Work in Other Cities
- Finding Work Overseas
- Careers with Social Impact
- Resumes
- Cover Letters

University of Colorado-Boulder

University of Colorado at Boulder

CU: Home | Search | A to Z | Map



Division of Student Affairs



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MAJORS & CAREER EXPLORATION
JOBS & INTERNSHIPS
RESUMES, CVs & COVER LETTERS
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GRADUATE SCHOOL



[New users click here!](#)

Username:

Password:

[Forgot your password?](#)
Call 303-492-4100!

FOLLOW US ON...



Search Career Services:



Freshmen/Sophomores
Juniors/Seniors
Master's/Doctorate
Teacher Resources
Students with Disabilities
International Students
GLBTQ Students
Ethnically Diverse Students

Master's and Doctorate

What are you going to do with that master's or doctoral degree?

If you are interested in pursuing a career in academia or exploring a broad range of other professional options, Career Services offers workshops, events and online resources to help you find career direction, job announcements and help you with your job application documents. We can also connect you with potential employers.

If you are unsure of what you want to do after graduate school, contact a [career counselor](#). We provide support that will help you in your decision-making process.

- [Check Out Career Services for Master's and Doctoral Students](#)
- [Start Your Academic Job Search](#)
- [Investigate Non-Academic/Alternative Careers for Doctoral Students](#)
- [Explore Graduate Networking Resources](#)
- [Sign-Up for Professional Development](#)
- [Resumes, CVs, and Cover Letters](#)
- [Interviewing](#)

Careers in Academia

Interviewing for a Faculty Position

Robert C. Reardon, Ph.D.
& Janet G. Lenz, Ph.D.

Below are some general and more specific questions and issues that persons may want to consider as they interview for college and university faculty positions.

General

- How are faculty members' responsibilities divided among the different areas of teaching, research, and service? Are these valued differently outside the department? Outside the college?
- Are the expectations for teaching, research, and service different for faculty at different ranks?
- What are the indicators of successful performance in these areas? How are they gauged or measured? For example, how much weight is given to peer-reviewed journal articles versus presentations at professional meetings?

Instruction

- What courses will you be expected to teach? How many new preparations for courses will you need to make in the first year or two? Are junior faculty members protected from creating new curriculum? (how is this weighted in the reward structure?)
- Is there a minimum class size in the department? What are you expected to do if a class doesn't make? Are you given some other assignment?
- Is there support available for instruction? What is the availability of internal consultation regarding instruction?
- What courses are taught in the summer? How is assignment for these courses handled? Can you offer a special course? How is that handled



Research

- What support is available for research activities? What is the nature of that support, e.g., help with data analysis; availability of subjects, budget preparation and management, computer support?
- Is the higher priority for submission of grant proposals or referred publications?
- Look for consensus that the other faculty members are interested in helping new faculty members "take root."

Using Career Portfolio for an Academic Job Search



What Is It?

The Career Portfolio is an online tool created by the Career Center that helps you present your skills to employers, graduate schools, and other organizations. Preparing Future Faculty Fellows can submit their PFF Portfolio to the Office of Graduate Studies along with an application for the PFF Completion Certificate. This portfolio should outline your readiness for faculty work and career objectives, endorsed by a faculty member from your home department or college. At the very least, your portfolio should include a statement of research/creativity objectives, a statement of teaching philosophy, and a curriculum vitae. Your portfolio can be used to support an academic job search and this guide will outline how to create a portfolio that best reflects your qualifications. For more in-depth instruction, see the online *Career Portfolio* user's guide at career.fsu.edu/portfolio/career-portfolio-guide.html.

What's Inside

Build Profile.....	2
Build Skills.....	3
Build Curriculum Vitae.....	4
Build References.....	4
Build Artifacts and Examples.....	5
Manage Your Portfolio.....	6
FAQs.....	7

FSU's Preparing Future Faculty (PFF) Program

Program targeted at
doctoral students
Targeted workshops
Assistance with portfolio
development

The Graduate School

Events

About Us

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News & Recognitions

Professional Development

The Center for Intensive English Studies

Inside Graduate Education

Make a Contribution

Florida State / The Graduate School / Professional Development / Preparing Future Faculty (PFF)

Preparing Future Faculty (PFF)

PFF assists doctoral students (and others headed toward academic careers) prepare for future faculty work. Through participation in coursework, workshops, and mentoring, PFF Fellows increase their awareness of expectations for faculty performance and of resources available to aid in scholarly careers, and build their readiness to address research, teaching and related demands of faculty life. Goals include enhancing the placement of FSU students in university positions and supporting the finest scholarly accomplishments of FSU's graduates in their future careers.

Florida State's Preparing Future Faculty Program has the following components: World of Universities; Research; Teaching; Career Building; Mentoring; and Portfolio. The program is offered by the Graduate School with the cooperation of the Center for Teaching and Learning (CTL), Career Center, Office of Research, and numerous academic departments and colleges on our campus.

All FSU doctoral students and doctoral degree graduates are eligible to participate, as are post-doctoral associates and adjunct/visiting faculty. Students in terminal master's degree programs who plan to seek faculty positions after graduation are also eligible. Fellows who meet specified requirements often involving participation over a two-year period, are awarded a PFF Completion Certificate, but eligible individuals may participate in PFF events without the intent of earning a Completion Certificate.

Careers in Academia

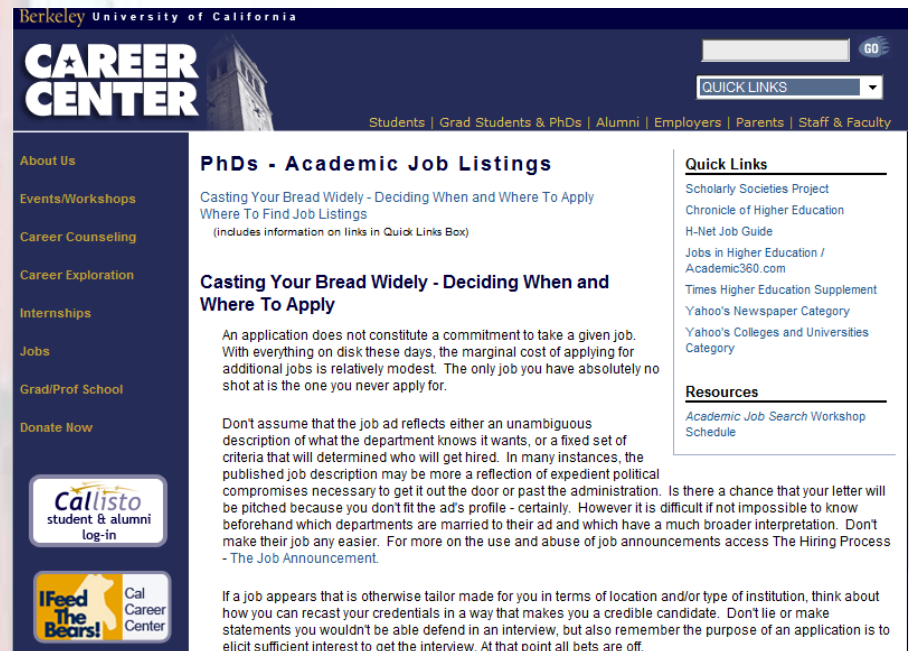
- Stanford University Presentation:
- UC Berkeley online information:



John Boothroyd
Stanford University

How to get a faculty job.

John Boothroyd, PhD
Professor of Microbiology and Immunology
Career Development Center
October, 2006



The screenshot shows the UC Berkeley Career Center website. The header includes the Berkeley University of California logo and the text 'CAREER CENTER'. Below the header is a navigation menu with links for 'Students', 'Grad Students & PhDs', 'Alumni', 'Employers', 'Parents', and 'Staff & Faculty'. The main content area is titled 'PhDs - Academic Job Listings' and features a section for 'Casting Your Bread Widely - Deciding When and Where To Apply'. This section includes a paragraph about the marginal cost of applying for additional jobs and a link to 'Where To Find Job Listings'. Below this is another section titled 'Casting Your Bread Widely - Deciding When and Where To Apply' with a paragraph about the job ad reflecting the department's needs and a link to 'The Job Announcement'. The right sidebar contains 'Quick Links' and 'Resources' sections. The footer includes logos for 'Callisto student & alumni log-in' and 'I Feed The Bears! Cal Career Center'.

Berkeley University of California

CAREER CENTER

Students | Grad Students & PhDs | Alumni | Employers | Parents | Staff & Faculty

GO

QUICK LINKS

About Us

Events/Workshops

Career Counseling

Career Exploration

Internships

Jobs

Grad/Prof School

Donate Now

PhDs - Academic Job Listings

Casting Your Bread Widely - Deciding When and Where To Apply
Where To Find Job Listings
(includes information on links in Quick Links Box)

Casting Your Bread Widely - Deciding When and Where To Apply

An application does not constitute a commitment to take a given job. With everything on disk these days, the marginal cost of applying for additional jobs is relatively modest. The only job you have absolutely no shot at is the one you never apply for.

Don't assume that the job ad reflects either an unambiguous description of what the department knows it wants, or a fixed set of criteria that will determine who will get hired. In many instances, the published job description may be more a reflection of expedient political compromises necessary to get it out the door or past the administration. Is there a chance that your letter will be pitched because you don't fit the ad's profile - certainly. However it is difficult if not impossible to know beforehand which departments are married to their ad and which have a much broader interpretation. Don't make their job any easier. For more on the use and abuse of job announcements access The Hiring Process - The Job Announcement.

If a job appears that is otherwise tailor made for you in terms of location and/or type of institution, think about how you can recast your credentials in a way that makes you a credible candidate. Don't lie or make statements you wouldn't be able to defend in an interview, but also remember the purpose of an application is to elicit sufficient interest to get the interview. At that point all bets are off.

Quick Links

- Scholarly Societies Project
- Chronicle of Higher Education
- H-Net Job Guide
- Jobs in Higher Education / Academic360.com
- Times Higher Education Supplement
- Yahoo's Newspaper Category
- Yahoo's Colleges and Universities Category

Resources

- Academic Job Search Workshop Schedule

Callisto student & alumni log-in

I Feed The Bears! Cal Career Center

Outside the Ivory Tower

- Duke University Mailing list for PhDs seeking nonacademic careers:

Duke Mailing List Manager

Home Index of Lists Sympa Help

Login

NetID or Email Address:

Password:

New User

Lost Password

List Overview

List Name
wrk4us

List Address
wrk4us@duke.edu

List Subject
An international email discussion list on nonacademic careers for people with graduate

WRK4US (Work for Us) (1999 - 2010)

Thank you for your interest in WRK4US and congratulations on finding this page. WRK4US was, until recently, an international email discussion list on nonacademic careers for humanities and social science PhDs. Founded in 1999 by Paula Foster Chambers, then a humanities PhD student at The Ohio State University, WRK4US provided a safe, confidential space where humanities and social science PhD students could discuss nonacademic careers, exchange information about them, get advice from PhDs outside the academy, and provide each other with moral support. Several times a year, Dr. Chambers organized Guest Speaker Discussions, featuring humanities and social science PhDs working in interesting fields outside the academy. Thanks to word of mouth about these very helpful discussions, the list grew to nearly 2,300 subscribers by 2010. Subscribers included graduate students, PhDs employed both inside and outside the academy, career counselors and others interested in nonacademic careers for PhDs.

WRK4US is no longer accepting new subscribers.

The WRK4US community recently moved to a new website called The Versatile PhD. Please join us there: <http://versatilephd.com>

Everything you expect to find as a subscriber to WRK4US--information, support, job postings, sage advice from PhDs outside the academy--is available now on the Versatile PhD website.

Past Guest Speaker Discussions that took place on the WRK4US listserv will continue to be available on the Duke Career Center site for the foreseeable future (as long as Duke graciously continues to host the page). That URL is <http://www.studentaffairs.duke.edu/career/wrk4us>.

Meanwhile, new discussions will be introduced on the Versatile PhD site, under the new title, "Career Panels."

- The Versatile PhD: Info and community for PhDs seeking nonacademic careers:

The Versatile PhD

Home About Community Jobs Events

ABOUT

The Versatile PhD mission is to help humanities and social science PhDs develop and demonstrate their versatility as professionals. We want you to be informed about academic employment realities, educated about nonacademic career options, and supported in preparing for a range of possible careers, so that in the end, you have choices. The key concept here is *versatility*: the ability to apply your skills and interests in a wide variety of fields.

Though the name says "PhD," many of the issues discussed here may be of interest as well to ABDs, MAs, and people from disciplines outside the humanities and social sciences. All interested parties are welcome.

Outside the Ivory Tower

- UNC-Chapel Hill Graduate Student Career Fair



Please note: some items require the Adobe Acrobat PDF Reader, which can be [downloaded from the Adobe web site](#).

When: 1:00 pm - 4:00 pm on Thursday, November 12, 2009

Where: Friday Center, Chapel Hill, NC ([directions](#))

The Ph.D./Master's Employment Career Fair is open to master's, doctoral, and post-doctoral students from consortium schools.

An opportunity to meet with employer representatives from businesses, government, and non-profit agencies. [For more details on employers' needs and links to their websites](#)....

Dress for success and bring copies of your resume or CV.
Contact your Career Services Center for more information.

This event is sponsored by members of the NC Ph.D. Consortium: Duke University, North Carolina State University, University of North Carolina at Chapel Hill, University of North Carolina at Charlotte, University of North Carolina at Greensboro, and Wake Forest University.

Networking and Professional Development

- University of Washington MyStory Project:

The myStory Project

The path to discovering one's passion and/or a career is, for most, far from a linear process. During the college years, experiences both in and outside the classroom shape us in unexpected ways, offering new perspectives and creating new interests that can profoundly impact our future. The UW Career Center's myStory project is a collection of stories from students just like you. In their stories, we hope you will find inspiration and ideas that lead to your own personal success story! Below our stories of other students who have found success in their career, internship and schooling. Do you have a story for us? [Let us know.](#)

Show only articles about...

Is One Of ▾
<All>
Graduate
Non-Graduate
Undergraduate

Submit

Ruth Howell, MMA, School of Marine Affairs, Graduate



Ruth Howell was settling into her new job as a Management & Program Analyst for the National Oceanic and Atmospheric Administration (NOAA) Budget Office under the U.S. Department of Commerce, a position she attained through the Presidential Management Fellowship Program, when the UW Career Center sat down with her to learn about her career history and future. It was an exciting time for her and she w ...

[Read more →](#)

- University of Texas Graduate Student Toolkit:

A Graduate School Toolkit • volume I

Tools for Success in Graduate School and Beyond

Building Relationships...Having an Impact

THE UNIVERSITY OF TEXAS AT AUSTIN
GRADUATE SCHOOL

Use of Technology

- University of Virginia Webcast series:
- Arizona State University Podcast series:

U.Va. Protected Resources

Note: For members of the U.Va. community only. User name and password required for access. Please email sascareerservices@virginia.edu or call 434-243-4014 to obtain the user name and password. Note: User name and password are case sensitive.

Summary of webcasts below:

- U.Va. Fall 2007 Mock Academic Interview Series (three sessions)
- "Put Your Science to Work" by Dr. Peter Fiske
- Expanded Job Market Alumni Panels (two panels)
- The Presidential Management Fellows Program (two sessions)
- Administrative and Professional Careers in Higher Education
- Tax Issues for Graduate Students and Postdocs (two sessions)
- "The Impostor Syndrome," by Dr. Valerie Young
- "Improving Mentoring Relationships and Lab Dynamics," by Dr. Sharon Milgram

U.Va. Fall 2007 Mock Academic Interview Series

In these interactive sessions, faculty panels simulate the academic interview with graduate student volunteers before audiences of graduate students and postdocs. Q&A follow each interview. For more information, please visit [Academic Interviewing](#).

HABITS OF SUCCESSFUL RESEARCHERS AND SCHOLARS

Routines, Habits and Tactics - Dr. Ranu Jung, Bioengineering



Dr. Ranu Jung, a Professor in Bioengineering, discusses the routines, habits and tactics to increase your research productivity to help you accomplish your dreams. [16:30]

[Transcript](#)

Passion and Discipline: The Building Blocks of Success - Dr. Carlos Castillo-Chavez, Mathematical Biology



Dr. Carlos Castillo-Chavez, Regents' Professor and Joaquin Bustoz Jr. Professor of Mathematical Biology in the Department of Mathematics and Statistics, speaks to the importance of passion and discipline in order to be a successful, productive, and engaged researcher. [19:00]

[Transcript](#)

Postdoc Assistance

- University of Washington Finding and Funding a Postdoc guide:

STRATEGIES FOR SUCCESS
FINDING & FUNDING A POSTDOC POSITION

UW Career Center

134 Mary Gates Hall | 206/543.0535 | careers.washington.edu

EXPLORE CONNECT SUCCEED

How to Secure a Postdoc Position

Many grad students, particularly in science and engineering fields, choose to work as postdoctoral fellows before pursuing permanent employment. The tips below were gathered from fellows in all stages of postdoctoral training, in several sectors (academia, nonprofits, and corporations), and in varied disciplines (life science, social science, and engineering). Hopefully these insights will help you locate, obtain, and fund a satisfying postdoctoral position.

Benefits of Doing a Postdoc:

- Arizona State University:

Ten Simple Rules for Selecting a Postdoctoral Position

You are a PhD candidate and your thesis defense is already in sight. You have decided you would like to continue with a postdoctoral position rather than moving into industry as the next step in your career (that decision should be the subject of another "Ten Simple Rules"). Further, you already have ideas for the type of research you wish to pursue and perhaps some ideas for specific projects. Here are ten simple rules to help you make the best decisions on a research project and the laboratory in which to carry it out.

Rule 1: Select a Position that Excites You

If you find the position boring, you will not do your best work—believe us, the salary will not be what motivates you, it will be the science. Discuss the position fully with your proposed mentor, review the literature on the proposed project, and discuss it with others to get a balanced view. Try and evaluate what will be published during the process of your research. Being scooped during a postdoc can be a big setback. Just because the mentor is excited about the project does not mean you that will be six months into it.

Rule 2: Select a Laboratory That Suits Your Work and Lifestyle

If at all possible, visit the laboratory before making a decision. Laboratories vary widely in scope and size. Think about how you like to work—as part of a team, individually, with little supervision, with significant supervision (remembering that this is part of your training where you are supposed to be becoming independent), etc. Talk to other graduate students and postdoctoral fellows in the laboratory and determine the work style of the laboratory. Also, your best work is going to be done when you are happiest with the rest of your life. Does the location of the laboratory and the surrounding environment satisfy your nonwork interests?

Rule 3: Select a Laboratory and a Project That Develop New Skills

Academic Job Search

- UniversityJobs.com
- Academiccareers.com

Find University Jobs at UniversityJobs.com

- >> [Administrative / Staff](#)
- >> [Faculty Positions](#)
- >> [Executive Positions](#)
- >> [Postdoc Jobs](#)
- >> [Other Positions](#)
- >> [Science Jobs](#)

Search University Jobs

Keywords:



[Advanced Search](#)

Administrative Positions

- Academic administration & affairs
- Admissions/retention/enrollment mgmt.
- Advising/counseling/support
- Business/financial affairs, financial aid
- Careers services & placement
- Chancellor, president, provost, VP
- Computer services, info technology
- Deans, directors, registrar
- Development/advancement, alumni affairs
- Grants, programs, research admin
- Human resources, affirmative action
- Library administration, librarian
- Other Administrative Positions
- Student affairs, residential life

Faculty (full- & part-time), Postdocs, Fellowship, Researcher, Department Head

- Agriculture & horticulture
- Arts: visual & performing arts
- Athletics, coach & sports management
- Biology/biotechnology/life sciences
- Business: accounting/economics/finance
- Business: management, public admin
- Business: marketing
- Business: other
- Chemistry
- Communications, journalism, film, TV
- Computer Science/Info Tech/Systems
- Design (all areas) & architecture
- Education: at Schools/Colleges of Education
- Education: Jobs K through 12
- Engineering & applied sciences
- Health sciences, nursing, kinesiology
- Humanities: English, ESL, Writing
- Humanities: Languages & literature
- Humanities: other
- Law & criminal justice
- Mathematics & statistics
- Medicine, dentistry, pharmacy
- Other Professional fields
- Positions outside academe
- Psychology
- Sciences and technology: other
- Social & behavioral sciences
- Social work
- Veterinary medicine & sciences

Nonacademic Job Search

- **rileyguide.com**
Sites with Job Listings

[Job Banks, Recruiters, & Newspapers](#)
[Part-Time and Temporary Opportunities](#)
[Self-Employment](#)

[Sites for Executives, Veterans, and Diverse Audiences](#)
[Search by State or Country](#)

[Engineering, Science, and Manufacturing](#)

[Humanities, Hospitality, Social Sciences, and Personal Services](#)
[Business and Commercial Services](#)

[Law, Government, Public Service, and Nonprofits](#)

**The Humanities,
Hospitality,
Social Sciences,
and Personal
Services**

- [Arts & Humanities](#)
- [Hospitality, Sports, & Recreation](#)
- [Education & Instruction](#)
- [Information Delivery, Design, & Management](#)
- [Personal Services](#) - caregivers, household help, etc.
- [Social Science Fields](#)
- [Writing, Broadcasting, & Journalism](#)

[General Resources](#) || [Anthropology](#) || [Archaeology](#)
[Asian Studies](#) || [Economics / International Development](#) || [Gender Studies](#)
[Linguistics & Language Skills \(including EFL/ESL\)](#)
[Ministry & Religion](#) || [Psychology / Counseling](#)
[Social Work & Social Services](#)

[PsycCareers](#)

...the American Psychological Association Career Resource Center. Within this site you can add your resume into a database searchable by employers, search online job classifieds, career information, and more. Nice feature: when you find a job you like, you can pull up similar jobs by location, job title, or employer. Registration is not required, but is free and only takes a minute. Open to all users.

[American Association for Marriage and Family Therapy](#)

AAMFT is the professional association for the field of marriage and family therapy, representing more than 23,000 marriage and family therapists throughout the United States, Canada and abroad. Their web site includes information on this career field, education and training, licensing, and a directory of qualified practitioners. The job and resume boards are available to members only.

[Employment Opportunities posted with the American Association of Pastoral Counselors](#)

...openings for certified mental health professionals who have had in-depth religious and/or theological training

[Encyclopedia of Psychology](#)

...a collection of over 2000 links to psychology sites. This is divided into various categories like Environment Behavior Relationships, Organizations, People and History, Publications, and Career. From the Department of Psychology, Jacksonville (Alabama) State University. This resource is available in languages other than English.

[NACE's JobWire](#)

...JobWire is the job announcement section of The Spotlight, the biweekly newsletter of the National Association of Colleges and Employers (NACE). The most recent listings with openings for career counselors and human resource professionals are made available here. Career counselors will also want to comb through the full NACE server for more resources and information, and job seekers will appreciate the wealth of resources available to help them.

[National Association of School Psychologists](#)

...this association website includes information on this field and how to enter it, links to state associations, and a public career center. You do not need to store your resume at this site in order to apply for positions found here, but it may make your search easier.

[The Society for Industrial and Organizational Psychology](#)

...information on this field of psychology, current and back issues of their quarterly newsletter (TIP), and positions available divided into academic, industry/consulting, or internships.

You may also want to review the resources for [Mental Health](#) and [Social Work and Services](#). More information on [Counseling Associations and Services](#) is also available.

Social Networking

- Gradshare student community

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What people are asking:

"What is the best time to start a family that won't severely limit my career progress or options?"

annelit, Performing Arts

Select a topic and subtopic

- Thesis/Dissertation
- Researching
- Job Search/Career planning

Resume/CV

Professional networking

Getting new job postings

Interviewing tips

Academic

Non-Academic

Post-doctoral fellowships

- Teaching
- Grants/Funds
- Publishing
- Work-Life Balance

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Professional Associations

- National Association of Graduate and Professional Students

- National Postdoctoral Association

The screenshot shows the NAGPS website. At the top, there is a navigation bar with the text "The National Association of Graduate-Professional Students" and a "Contact Us" link. Below this is a dark blue banner with the text "SUPPORT NAGPS POLICY the LEADERSHIP the STRUCTURE our MEMBERSHIP". The main content area is titled "Resources for Students" and "Grad Resources". Under "Grad Resources", there is a list of links: "Grad Resources", "Check out their posting on YouTube", "Grad Resources is a non-profit organization that serves the practical and emotional needs of graduate students. They offer grad students free assistance and support via grad student orientation programs, seminars, support groups, online resources and several helpful articles. The organization is actively involved in co-sponsoring TA/RA appreciation events as well as Graduate and Professional Student Appreciation Week.", "FREE Crisis Hotline for Graduate Students 1-877-GRADHLP (472-3457). For more information about the crisis hotline click here.", "Phd.org - A helpful resource that can assist you in preparing for the changing demands of today's job market.", and "Piled Higher and Deeper - your life, in comic form".

The screenshot shows the NPA website. At the top, there is a blue header with the NPA logo (a globe made of puzzle pieces) and the text "NATIONAL POSTDOCTORAL ASSOCIATION Providing a national voice and". Below this is a navigation bar with the text "Home About Us Membership Policy Programs Publications & Resources". The main content area is titled "Graduate Students" and "Resources on Becoming a Postdoc". There is a search bar with the text "Search NPA" and "search... Go". Below the search bar is a "MyNPA Login" section with fields for "Email Address" and "Password", and a "Login" button. A link "Forgot your password?" is also present. On the right side, there is a list of resources: "Finding the Perfect Postdoc Position" (Guidance on considerations when choosing the best position. Includes a link to "Read an interview with the NPA's Executive Director"), "Going in With Your Eyes Open: Questions to Ask About Your Postdoc Position" (Guidance on important questions to ask when selecting a postdoc position holder in the U.S.), and "Considerations for Selecting Your Postdoc Position" (A slide presentation from the NPA leadership).

Survey Results

- 100 colleges and universities contacted
 - 30 respondents (33% response rate)
- 70% Public, 30% Private
- 85% centralized career services
- Average number of full-time graduate students enrolled: 5,440
 - Ranging from 900 to 14,000
- Average number of programs offered specifically to graduate students in past 12 months: 19
 - Ranging from 0 to 60

Programs that Drew a Crowd

- The Academic Job Search: preparing your materials
- US Job Search for International Graduate Students
- Lunch and Learn Series: Wine and Cheese event
- Putting Your Science to Work

Programs that Drew a Crowd

- Imposter Syndrome lecture
- Career Pathways Symposium
- So What are You Going to Do With That?
- Workshop held in the University Library Scholar Commons section

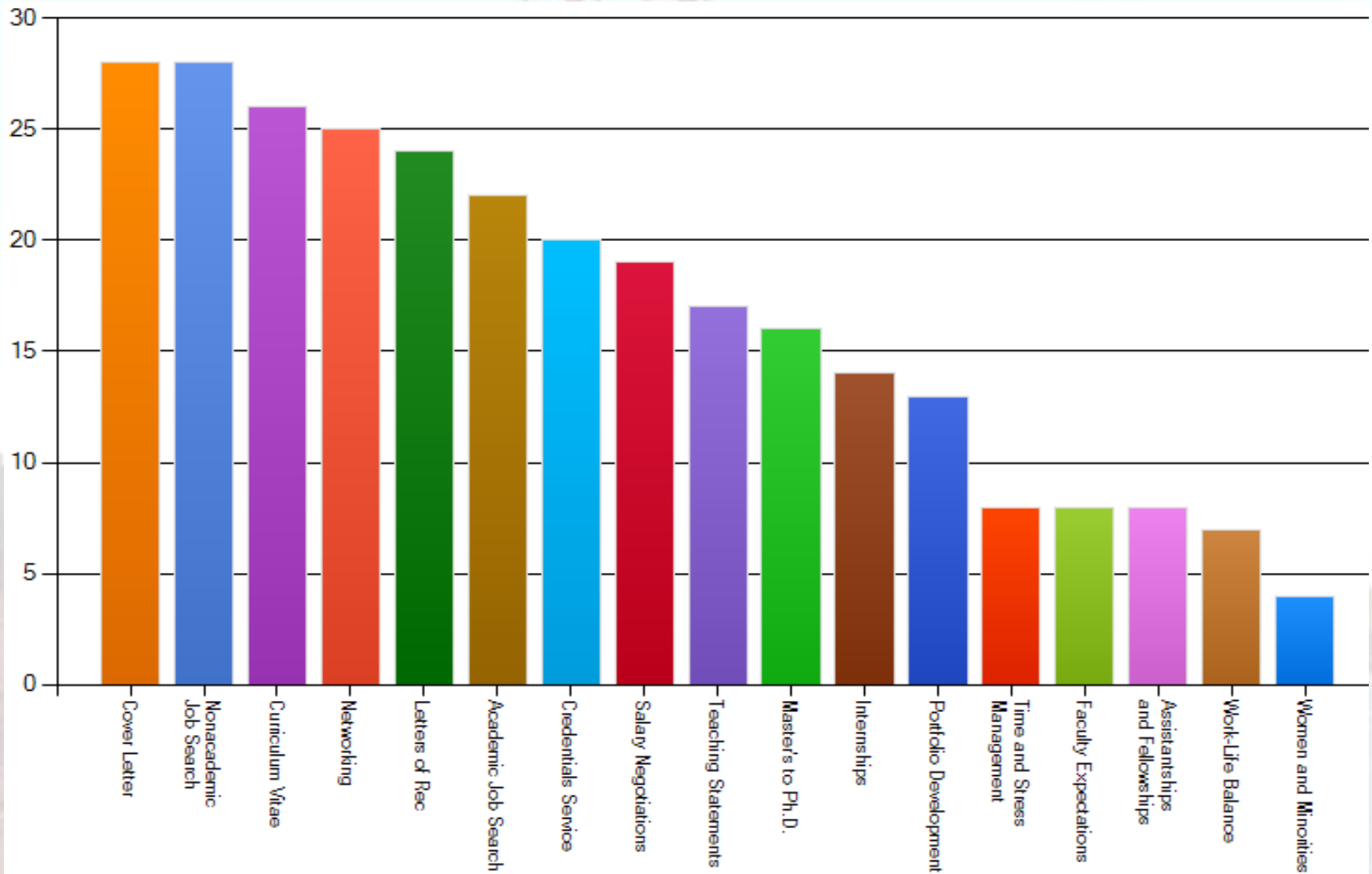
Innovative Programs

- Faculty Round Tables focusing on key themes
- Having retired faculty review student CVs
- Use of Gallup StrengthsQuest Assessment to help with CV writing and interview preparation
- How to Get a Job Outside Academia, Even If You Aren't Sure That You Want One
- Graduate students hired as peer advisors
- Federal Jobs for Graduate Students
- MBA/Employer “Speed Dating”

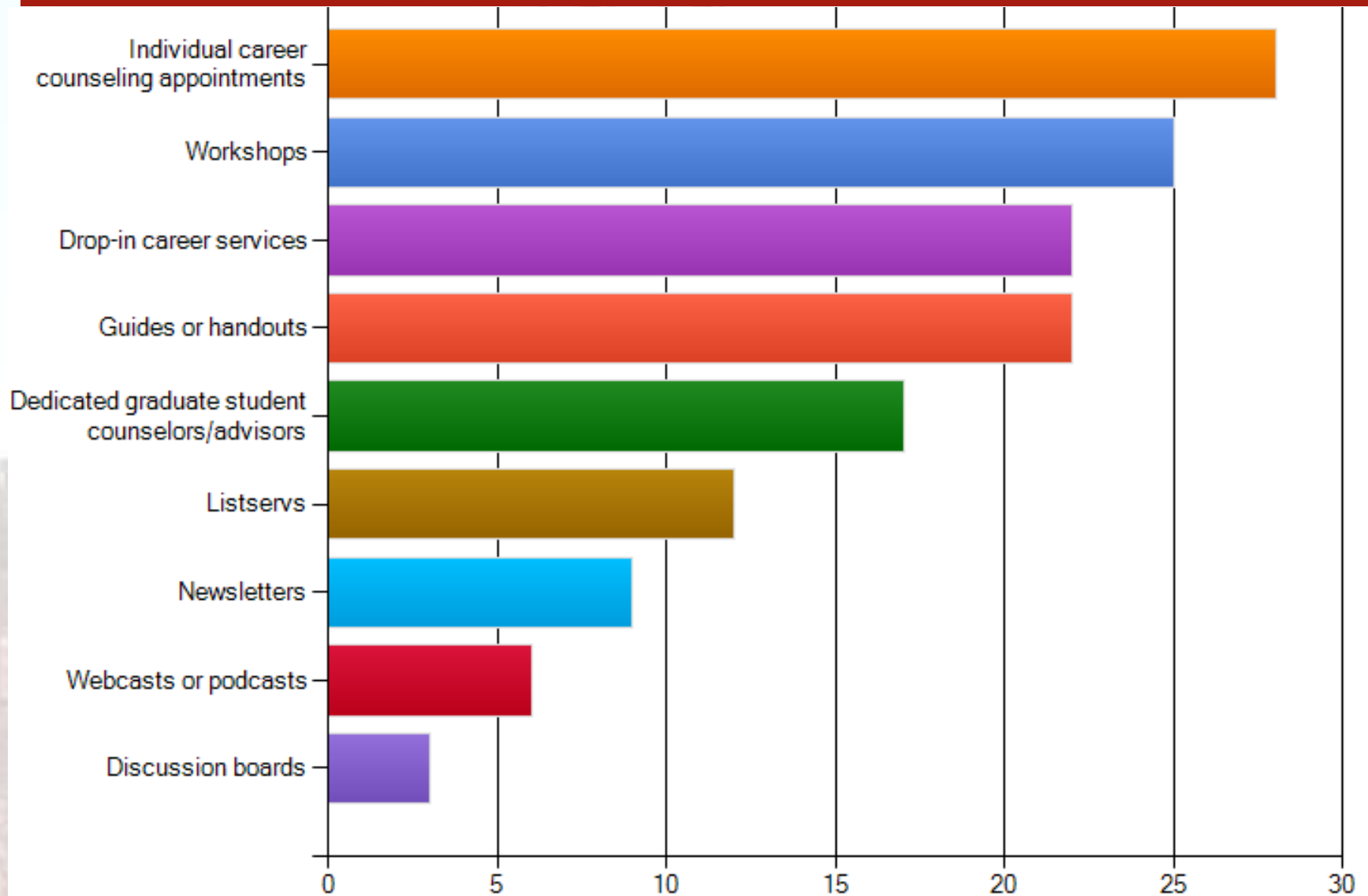
Services Offered

- Cover letter -----100%
- Nonacademic jobs--100%
- Curriculum vitae-----92%
- Networking-----89%
- Letters of rec-----85%
- Academic jobs-----79%
- Credentials service---72%
- Salary negotiations---68%
- Teaching statements---60%
- Masters to PhD-----57%
- Internships-----50%
- Portfolio development--45%
- Time and stress mgt---29%
- Faculty expectations---29%
- Assistantships-----29%
- Work-life balance-----25%
- Women and minorities-12%

Services Offered



Delivery Methods



Discussion/Questions?

For more info contact:

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Janet Lenz, jlenz@fsu.edu