Higher Education Admin Job Search: Reflect on & document your practicum

• Vital to think about the learning and how it impacts your goals
• Elicit feedback from your supervisor and peers
• Foster self-awareness and prepare for the job search process
Prioritize What Kind of Opportunities

- What type of institution?
- Type of work?
- Geographical preference
- Consider what is appealing?
- Clues from institution’s website: mission statement, core values, curriculum/campus priorities, current/upcoming projects & initiatives, conference presentations
- Check institutional websites & other boards
Build Your Network

• Connect with others in your profession to gain insight into what it’s like to work at a certain institution
• Do some informational interviewing (gather & get advice)
• LinkedIn UMass Alumni group, functional interests groups, FB
• Post or comment on articles on social media
• Connect with Professional Associations
• Go to conferences
• Attend professional development meetings
Tweak your Resume & Cover letter

• Ask people in your field for input
• Request an online resume review or appointment with the Career Hub via Handshake in Appointments Request

• https://umass.joinhandshake.com

• Tailor your resume and cover letter for each position you are applying for
• 1-2 pages resumes are okay, but one page cover letters
• Include your LinkedIn URL if it’s ready
• Summary of Qualifications section after contact info is recommended, an objective is not needed – put thoughts in your cover letter
Take your Inventory & Connect the Dots

• Does this position seem like a good fit?
• Do I have a track record that indicates I will excel?
• Graduate Assistantship(s): accomplishments & responsibilities
• Student Leadership Roles
• Internship Experience
• Volunteer/Community Service
• Other Employment
Applying

- Do your research (website, social media)
- Apply online via portals
- Usually have search committees, “Dear Search Committee”
- Okay to try and send to a person in the unit that you have applied. Keep it short & let them know you have applied formally.
- Attach resume and cover letter
- Compile your recommendations or list – whatever they are asking for
Best Websites

- Higheredjobs.com
- Careercentaur.com
- Studentaffairs.com
- Chroniclevitae.com
- Academiccareers.com
- Highered360.com
- Indeed.com
- Glassdoor.com
- College & University HR websites
Prepare for Interviews

• Crucial to think of answers that reflect concrete examples of your experience
• Desire to work at a given institution
• Qualifications to work in particular dept./role
• Highlights from previous experiences (GA, campus involvements)
• Experiences in collaboration
• Strengths & weaknesses
• Practice Interviews, Use Big Interview
• Presentations may be part of the interview process – so prepare well
Types of Questions

• Standard Q’s: Why interested? What do you know about us?
• What is your operating theory of student development?
• What are some best practices you have used in the field……?
• Behavioral Q’s: Tell us about a time you had to resolve a difficult situation? How have handled someone in a group/committee who was oppositional to work with?
• Situational Q’s: What would you do if…..How would you advise a student who……? How would you handle…..?

• **STAR-method answers are best!**  
  S-Specific  T-Task  A-Action  R-Result
Resources

- Career Development Hub
- Appointments or resume reviews via Handshake
- careerservices@umass.edu for Questions
- www.umass.edu/careers
- Faculty
- Supervisors
- Colleagues in your field