

## Red White & Blue Jobs

# Liberal Arts

**Making a Difference  
With Your Liberal Arts Degree**



PARTNERSHIP FOR PUBLIC SERVICE

[www.calltoserve.org](http://www.calltoserve.org)



PARTNERSHIP FOR PUBLIC SERVICE

The Partnership for Public Service is a nonpartisan, nonprofit organization working to inspire a new generation to serve and to transform the way government works.

Call to Serve is a national initiative, co-sponsored by the Partnership and the U.S. Office of Personnel Management, that seeks to educate young people about the promise and potential of careers in public service. Its national network includes more than 500 colleges and universities, 60 federal agencies and 10 youth-oriented organizations.

Visit [www.calltoserve.org](http://www.calltoserve.org) to learn more about the opportunities available in the federal government.

# Red, White and Blue Jobs: Making a Difference With Your Liberal Arts Degree

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Entering the job market with a liberal arts education can feel more daunting than graduating with a business, engineering or other pre-professional degree. After all, a diploma from an engineering school tells prospective employers that you are qualified for a job as an engineer. What does a liberal arts diploma say about your qualifications for any particular job?

Your coursework in English or anthropology or a foreign language may not have given you the same kind of clear skill set that the engineering student gained, but you have developed skills and talents that are just as valuable in the work world. It may surprise you to find that many employers – including the federal government – think a liberal arts degree opens more doors than it closes. In fact, the federal government employs hundreds of thousands of individuals with backgrounds in the arts, humanities and social sciences. The government needs your talent, particularly your:

- ♦ Analytical skills
- ♦ Research background
- ♦ Creative thinking and problem-solving abilities
- ♦ Writing and communications expertise

After you've had a chance to look through this booklet, don't forget to check out *Red, White and Blue Jobs: Finding A Great Job in the Federal Government*, our one-stop job search resource with additional information on working for the federal government, including sections on what different federal agencies do, what you can expect in terms of pay and benefits, job locations and tips on landing an internship or job. You can download your own free copy at [www.calltoserve.org](http://www.calltoserve.org).

Civil servants with liberal arts degrees work on everything from programs that promote child nutrition to those that ensure our parents and grandparents get their Social Security checks. Who is hiring them?

### Top Agencies Employing Arts, Humanities and Social Sciences Majors

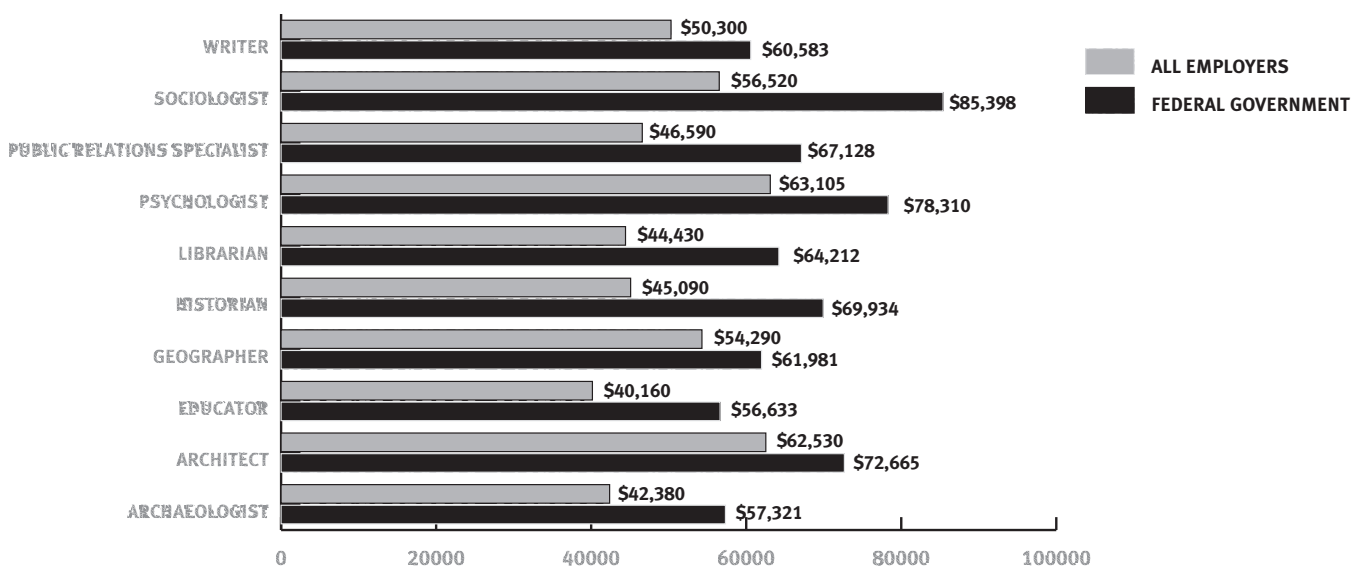
DEPARTMENT OF DEFENSE	137,453
SOCIAL SECURITY ADMINISTRATION	45,422
DEPARTMENT OF TREASURY	41,701
DEPARTMENT OF HOMELAND SECURITY	30,618
DEPARTMENT OF TRANSPORTATION	30,168
DEPARTMENT OF VETERANS AFFAIRS	27,867
DEPARTMENT OF JUSTICE	18,775
DEPARTMENT OF HEALTH AND HUMAN SERVICES	13,547
DEPARTMENT OF THE INTERIOR	15,494
DEPARTMENT OF AGRICULTURE	12,965
DEPARTMENT OF STATE	9,707
DEPARTMENT OF LABOR	7,210
ENVIRONMENTAL PROTECTION AGENCY	6,443
DEPARTMENT OF COMMERCE	4,546
DEPARTMENT OF ENERGY	3,796
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	3,434
GENERAL SERVICES ADMINISTRATION	3,330
FEDERAL DEPOSIT INSURANCE CORPORATION	3,218
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	2,848
DEPARTMENT OF EDUCATION	2,500
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	2,043
SMITHSONIAN INSTITUTION	1,776
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	1,441
BROADCASTING BOARD OF GOVERNORS	1,312
OFFICE OF PERSONNEL MANAGEMENT	1,297

#### ★ Did You Know...

Workers from the National Archives and Records Administration provided essential support for our wartime efforts in Iraq. Archivists spent three weeks during the summer of 2003 in the Middle East assisting coalition forces in developing and implementing records management procedures.

(FULL-TIME PERMANENT POSITIONS AS OF SEPTEMBER 2003, FEDSCOPE)

### Median Earnings for Jobs, Federal Government vs. All Employers



(BUREAU OF LABOR STATISTICS AND FEDSCOPE, 2002)

# SHOW ME THE JOBS

The federal government's broad mission means it needs all different types of people, not only those with specialized degrees such as nursing and engineering. The government is also looking for smart people with more general backgrounds who can learn quickly on the job and apply their skills to a wide variety of programs. After all, with approximately 1.8 million civilian workers, the government is composed of a range of federal agencies, across the country and even overseas.

A four-year degree in practically any discipline will open the door to thousands of jobs. You may find an opportunity to develop your management and analytical skills working on issues ranging from environmental protection to civil rights to border safety. If you are thinking about pursuing a law degree in the future, you might consider working as a paralegal specialist. You may even decide that you would like to develop an entirely new set of skills on the job – whether it is as an investigator, a human resources specialist or an air traffic controller.

Whatever direction you choose, federal agencies will build on your college degree and train you to apply critical thinking, analysis and communications skills to more specific areas. Once hired, you will gain practical experience and work with some of the most knowledgeable experts anywhere.

Want to delve a little bit deeper? Keep reading if you are working on or have earned a degree in one of these areas:

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♦ Education and Library Sciences	p. 8
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♦ Social Sciences	p. 12
♦ Government and International Relations	p. 14

# Arts and Design

Do you have designs on a job that offers creative freedom? You can find a wide variety of applied and fine arts-related careers in the government. Take a look at how thousands have chosen to perform public service and indulge their creative appetites at the same time.



## INTERNSHIPS

Junior and senior art history majors can gain significant research experience through the **Smithsonian Center for Education and Museum Studies' (SCEMS) Katzenberger Foundation Art Internship**. Interns conduct research, network with the members of the Smithsonian art community and have access to several enrichment training opportunities throughout the internship. This paid internship is intended to provide an opportunity for high-achieving students with financial challenges to participate in a significant research experience. [intern.si.edu/internship\\_types\\_subject.html#art](http://intern.si.edu/internship_types_subject.html#art)

The **National Endowment for the Arts (NEA)** offers unpaid internships year-round for both undergraduate and graduate students. Get an in-depth look at arts activities across the country, assist in the process of awarding federal grants, gain access to an extensive arts library and have the opportunity to participate in meetings at the National Council on the Arts. [arts.endow.gov/about/jobs/Internships.html](http://arts.endow.gov/about/jobs/Internships.html)

The **Library of Congress' Conservation Division Photograph Conservation Internship Program** offers graduate students the opportunity to receive training in photograph conservation. Interns are challenged to develop solutions for a broad range of photographs and collections and are exposed to a variety of areas including documentation, examination, treatment, housing, preventive conservation and research. The internship typically lasts 11-12 months and generally follows the academic year. [www.loc.gov/preserv/int\\_photo.html](http://www.loc.gov/preserv/int_photo.html)

## ★ Did You Know...

The Smithsonian was founded with a bequest from British scientist James Smithson to serve as an "institution for the increase and diffusion of knowledge among men." For the last 156 years, the Smithsonian has remained true to this mission, hosting thousands of exhibits and millions of visitors every year.

## Top Agencies Employing Arts and Design Majors

DEPARTMENT OF DEFENSE	3,947
SMITHSONIAN	1,057
BROADCASTING BOARD OF GOVERNORS	1,015
DEPARTMENT OF THE INTERIOR	975
DEPARTMENT OF AGRICULTURE	719
DEPARTMENT OF HEALTH AND HUMAN SERVICES	511

(FULL-TIME PERMANENT POSITIONS AS OF SEPTEMBER 2003, FEDSCOPE)

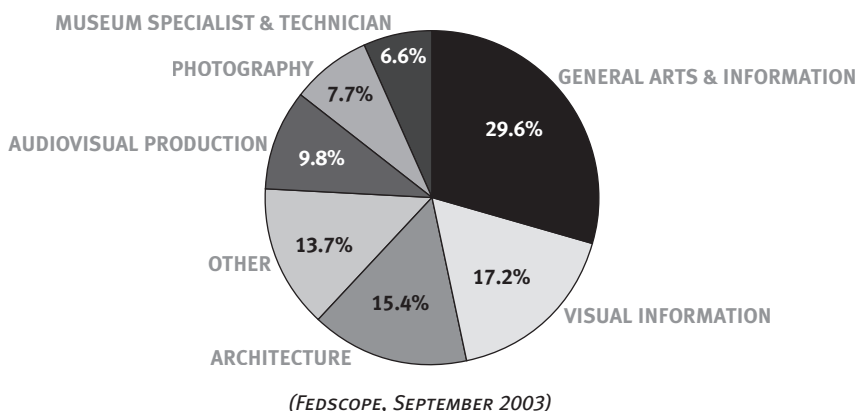
## CAREERS

Audio-visual production specialists at the **Department of Defense** contribute to the production of television programs, radio broadcasts, films and other media. Use your training in the visual arts to help with the production process, from start to finish. [www.dod.gov](http://www.dod.gov)

Art education specialists at the **National Gallery of Art** help coordinate and conduct school outreach activities to educate students on the arts and their importance. You can research artists and their artwork in order to develop age-appropriate curricula and encourage a healthy appreciation for the arts. [www.nga.gov/resources/employ.htm](http://www.nga.gov/resources/employ.htm)

Architects at the **Department of Veterans Affairs** select the methods, schedules and interior design materials for hospital construction projects that minimize interference with normal operations. Architects review plans and specifications, prepare necessary drawings and identify the most efficient procedures for interior building design and performance. Be a part of this vitally important work of ensuring quality healthcare for America's veterans. [www.va.gov/jobs](http://www.va.gov/jobs)

### Government Careers for Arts and Design Majors



#### MAKING A DIFFERENCE

**Bill Caine**

*Fine Art Specialist*

*Art in Architecture Program, General Services Administration*

Ever think twice about the art installations at federal office buildings and courthouses? Bill Caine has. Caine began his career in government with a summer internship at the National Gallery of Art in Washington while studying art history at the University of Maryland. This led to a position as curatorial assistant at the museum and, eventually, to his current job as a fine art specialist for the Art in Architecture Program of the General Services Administration. Caine works closely with museum directors, curators and other art experts to help the government review and select the best artist for each new federal building project.

*"Art has been my primary interest for as long as I can remember, and working for the federal government to help continue the tradition of great art for the nation's important civic spaces is tremendously rewarding."*

**-BILL CAINE**

# Communications

In order to be effective, every organization must be skilled at communicating its purpose, goals and accomplishments in a meaningful and persuasive way. This is even more important when the organization is accountable to the public, as government agencies are. Government employees work in public affairs, telecommunications, writing and editing to ensure that the government's work is properly conveyed to the public. Below are just some of the possibilities for a communications career in the federal government.

## ★ Did You Know...

The Broadcasting Board of Governors is responsible for U.S. international broadcasting reaching more than 100 million listeners, viewers and Internet users in almost every country. Broadcasters work in over 50 languages to spread comprehensive news throughout the world.

## Top Agencies Employing Communications Majors

DEPARTMENT OF DEFENSE	6,726
DEPARTMENT OF JUSTICE	1,194
DEPARTMENT OF THE INTERIOR	1,110
DEPARTMENT OF AGRICULTURE	996
DEPARTMENT OF HEALTH AND HUMAN SERVICES	645
DEPARTMENT OF TREASURY	590

(FULL-TIME PERMANENT POSITIONS AS OF SEPTEMBER 2003, FEDSCOPE)

*"Federal service affords an individual the invaluable opportunity to take part in the actions that shape our society."*

-LENI UDDYBACK-FORSTON



## MAKING A DIFFERENCE

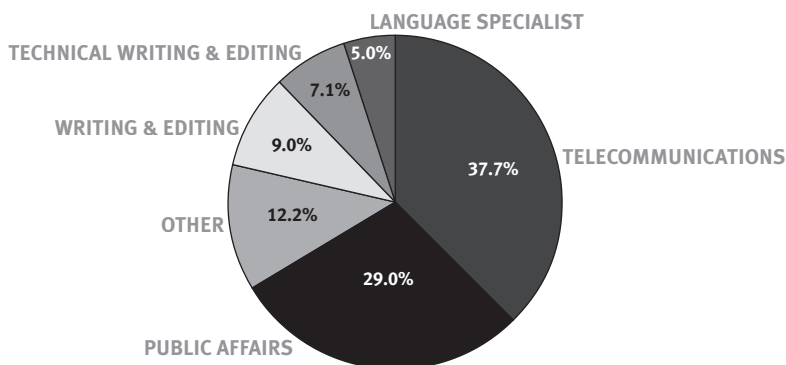
### Leni Uddyback-Forston

*Assistant Regional Director, Philadelphia Regional Office  
Office of Public Affairs, Department of Labor*

As a member of the public affairs team for the U.S. Department of Labor, Leni Uddyback-Forston has worked on a variety of projects, including planning a rally for more than 1,500 students to promote awareness about the rights and responsibilities of employees under the age of 18. As the assistant regional director, she serves as an official spokesperson for the Department in six eastern states and the District of Columbia. Uddyback-Forston began her federal service as a graduate student intern for the Department of Labor's Employment and Training Administration, where she concentrated on the Welfare-to-Work program, which helps welfare recipients find employment. She has since applied her training in government administration and more than 10 years of communications experience to an array of responsibilities with the Labor Department's Office of Public Affairs.



## Government Careers for Communications Majors



(FEDSCOPE, SEPTEMBER 2003)

### INTERNSHIPS

Be a vital part of health and science communications projects through the **National Cancer Institute's (NCI) Health Communications Internship Program**. This six-month paid internship in the areas of health communications and science is taken on while completing your master's degree or Ph.D. Use your background in public health, health education, science, biostatistics, epidemiology, communications, marketing, public relations, news writing or science writing to take part in publicizing some of the most cutting-edge cancer research. [internship.cancer.gov/](http://internship.cancer.gov/)

Enjoy the opportunity to work on a multitude of communications issues through an internship with the **Federal Communications Commission (FCC)**, the federal agency charged with regulating interstate and international radio, television, wire, satellite and cable communications. If you're a graduate or undergraduate student with strong academic credentials, solid interpersonal skills, excellent writing ability and enthusiasm for serving the public, the Commissioner would love to give you an inside look at FCC operations.

[www.fcc.gov/commissioners/abernathy/internships.html](http://www.fcc.gov/commissioners/abernathy/internships.html)

### ★ Did You Know...

More than half of the offices within the Department of the Interior have writers/editors and editorial assistants on staff.

### CAREERS

Public affairs specialists at the **Federal Bureau of Investigation (FBI)** respond to requests for information from the media and the public. As the voice of the FBI, they prepare and disseminate national news releases that reflect the official position of the agency and participate in briefing news media representatives on the FBI's programs and activities. Public affairs specialists may also prepare internal communications and assist senior staff with breaking news issues. [www.fbijobs.com](http://www.fbijobs.com)

Writers and editors at the **Department of Treasury's Alcohol and Tobacco Tax and Trade Bureau** plan, design and oversee development of publications that communicate the Bureau's policies or promote programs and activities of public interest across the nation. Writers also develop reports for testimony to Congress and design and produce reports on major programs for the public, the academic community and industry experts. [www.ttb.gov](http://www.ttb.gov)

# Education and Library Sciences

## ★ Did You Know...

Interns at the Library of Congress receive a library card that allows them to borrow books — books that only other library employees and members of Congress and their staffs are eligible to take out.

The federal government is continually looking to hire those with backgrounds in education, training and library science. Whether the job entails teaching the children of members of the Armed Forces, providing vocational training, or supporting an agency's library and archives, these skills are critical to the nation's future.

## INTERNSHIPS

The **Smithsonian Institution Libraries (SIL)** provides opportunities for undergraduate and graduate students to explore careers in library and information sciences. Interns may work on a discrete project as assigned by SIL staff or participate in a structured practical experience. Internships are available in all three divisions of the SIL: Research Services, Management and Technical Services and Systems. [www.sil.si.edu/Information-Files/intern-opportunities.htm](http://www.sil.si.edu/Information-Files/intern-opportunities.htm)

Internships with the **National Archives and Records Administration's (NARA) Center for Legislative Archives** provide opportunities for undergraduates and graduates to work with Center staff to provide reference services to Congress, congressional scholars and the public. The Center houses the official records of the standing, special, select and joint committees of the House of Representatives and the Senate dating from the first Congress. [www.archives.gov/careers/internships/washington\\_dc.html#text1](http://www.archives.gov/careers/internships/washington_dc.html#text1)

## ★ Did You Know...

The Department of Defense Education Activity employs approximately 8,800 teachers and serves 106,000 students worldwide.

## CAREERS

Educators/teachers at the **Department of Defense Education Activity (DoDEA)** work to educate the families of our armed forces. DoDEA provides educational programs in military communities worldwide that inspire and prepare students for success in a global environment. DoDEA teachers have the opportunity to live overseas while ensuring that children of our armed forces get a sound education. [www.odedodea.edu/pers/employment](http://www.odedodea.edu/pers/employment)

Nurse educators at the **Department of Health and Human Service's Indian Health Service (IHS)** are responsible for managing educational and staff development programs within the IHS's service units. These responsibilities include everything from the new employee orientation program to teaching classes as staff needs are identified. [www.ihs.gov](http://www.ihs.gov)

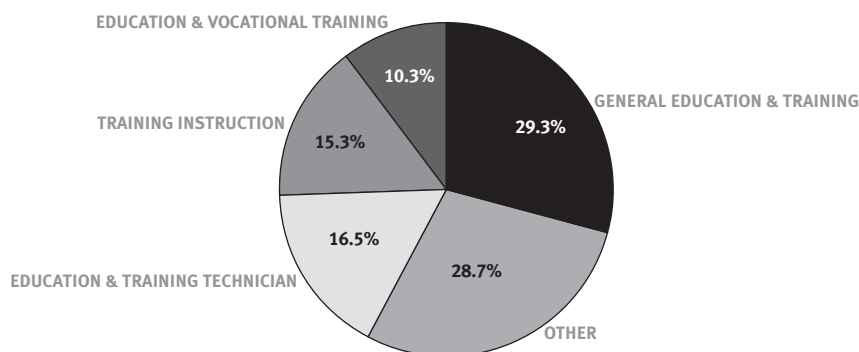
**Department of Navy** library aides/technicians acquire, organize, preserve, access and disseminate information for the public and the agency. Responsibilities may include providing services such as materials acquisition and copy cataloging. Job applicants are encouraged to exhibit practical knowledge of library or related information services, tools, and methods and procedures. [chart.donhr.navy.mil/index.asp](http://chart.donhr.navy.mil/index.asp)

## Top Agencies Employing Education and Library Science Majors

DEPARTMENT OF DEFENSE	24,015
NATIONAL ARCHIVES AND RECORD ADMINISTRATION	1,612
DEPARTMENT OF JUSTICE	1,485
DEPARTMENT OF VETERANS AFFAIRS	1,120
DEPARTMENT OF THE INTERIOR	839
DEPARTMENT OF HEALTH AND HUMAN SERVICES	809

(FULL-TIME PERMANENT POSITIONS AS OF SEPTEMBER 2003, FEDSCOPE)

## Government Careers for Education and Library Science Majors



(FEDSCOPE, SEPTEMBER 2003)



### MAKING A DIFFERENCE

#### Britt Jung

*Program Specialist, Student Achievement and School Accountability Programs, Office of Elementary and Secondary Education  
Department of Education*

After teaching secondary school for several years, Britt Jung joined the Department of Education as a Presidential Management Fellow in 2001. She was initially very active in the Smaller Learning Communities Program, which works for high school reform. She also spent several months working on the Senate Health, Education, Labor, and Pensions Committee. Since then, Jung has applied her training and experience to the analysis of education legislation as it works toward improving the educational system for our country's youth.

*"I went into education policy because I wanted to be a bridge, a policy maker who could also speak from the perspective of the practitioners and thus, have a good understanding of the whole picture."*

- BRITT JUNG

# Humanities

Are you a history buff, or are you studying English or comparative literature? Federal agencies rely upon the research, writing and communications skills of liberal arts majors to help them make informed decisions on a wide variety of topics. If you have strong foreign language skills, you, too, are in demand. Agencies like the CIA, the State Department and the various branches of the military service all depend on individuals who help them communicate in other languages. Be sure to also take a look at our section covering international relations to discover additional opportunities.



## INTERNSHIPS

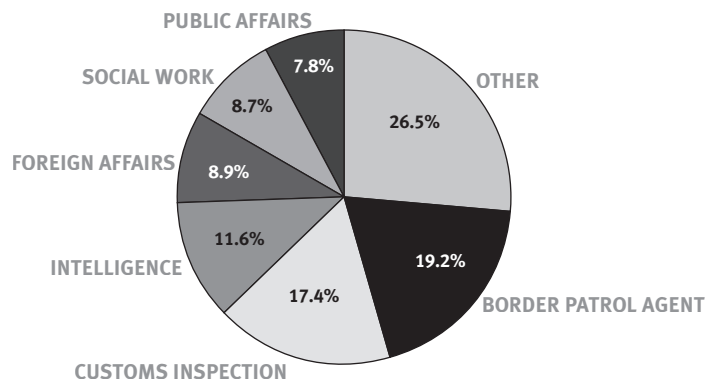
The **Environmental Protection Agency's Office of Environmental Education** offers practical research opportunities and experiences for fellows through its **National Network for Environmental Management Studies**. Fellowships are available for undergraduate and graduate students in environmental policy, regulation, and law; environmental management and administration; environmental science; public relations and communications; and computer programming and development. [www.epa.gov/epahome/intern.htm](http://www.epa.gov/epahome/intern.htm)

Through the **U.S. Department of Education's Foreign Language and Area Studies Fellowship**, graduate students participate in academic year or summer fellowships to develop foreign language skills and gain experience in international affairs. Acquire foreign language fluency and expertise in a particular region of the world and join the country's next generation of international experts. [www.ed.gov/programs/iegpsflasf/index.html](http://www.ed.gov/programs/iegpsflasf/index.html)

### ★ Did You Know...

The Smithsonian Institution houses more than 143 million of our nation's most valuable artifacts, attracting millions of visitors to its exhibitions and museums each year.

## Government Careers for Humanities Majors



(FEDSCOPE, SEPTEMBER 2003)

## CAREERS

Where do Members of Congress turn for nonpartisan research and fact-finding? They look to the researchers at the **Congressional Research Service of the Library of Congress**, which hires experts in a variety of issues and disciplines, including law, economics, foreign affairs, public administration, history and social and political sciences. [www.loc.gov/crsinfo/whatscrs.html#staff](http://www.loc.gov/crsinfo/whatscrs.html#staff)

Linguists at the **National Security Agency** are involved in research, translation, transcription, reporting and analysis of materials of national concern. Graduates with majors in languages such as Arabic, Chinese, Thai and Turkish are particularly encouraged to apply. [www.nsa.gov](http://www.nsa.gov)

The **Social Security Administration** is looking to hire graduates with liberal arts backgrounds to fill jobs in a number of fields, including information technology and human resources. Social Security helps 50 million people each month and is the world's largest social insurance program. [www.socialsecurity.gov/careers](http://www.socialsecurity.gov/careers)

## Top Agencies Employing Humanities Majors

DEPARTMENT OF HOMELAND SECURITY	21,062
DEPARTMENT OF DEFENSE	10,870
DEPARTMENT OF STATE	5,013
DEPARTMENT OF VETERANS AFFAIRS	4,550
DEPARTMENT OF JUSTICE	3,255
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	1,680
DEPARTMENT OF AGRICULTURE	1,394
DEPARTMENT OF THE INTERIOR	1,192

(FULL-TIME PERMANENT POSITIONS AS OF SEPTEMBER 2003, FEDSCOPE)



### MAKING A DIFFERENCE

**Jeff Jensen**

*Regional Historic Preservation and Fine Arts Specialist  
General Services Administration*

After a 15 year career as a professional musician, Jeff Jensen graduated summa cum laude with a degree in History from Georgia State University and began his new career as a historic preservation and fine arts specialist with the U.S. General Services Administration (GSA). He's since gone on to receive his Master's in Heritage Preservation while working to coordinate GSA's Southeast Sunbelt Region's historic preservation compliance and advocacy program and maintaining the regional collection of fine arts and Art-in-Architecture.

*"The analytical and critical thinking skills, ability to understand the larger context of situations, and most importantly the writing skills I acquired through studying the humanities provide me with the necessary tools I need to carry out the mission of my agency. I have the great satisfaction of knowing that the work I do every day makes our country a better place."*

- JEFF JENSEN

# Social Sciences

Social science is defined as a discipline that deals with the interrelationships of individuals in a social environment. Doesn't that sound like a discipline with which the government is involved? Whether you have majored in anthropology, archaeology, economics, sociology or religion, the federal government has a need for bright individuals knowledgeable in the social sciences. Over the years, social insurance administrators, economists and social workers have all helped to improve the quality of life for American citizens.

## Top Agencies Employing Social Science Majors

SOCIAL SECURITY ADMINISTRATION	26,712
DEPARTMENT OF DEFENSE	20,908
DEPARTMENT OF VETERANS AFFAIRS	8,303
DEPARTMENT OF TREASURY	5,543
DEPARTMENT OF HEALTH AND HUMAN SERVICES	4,349
DEPARTMENT OF JUSTICE	3,591
DEPARTMENT OF AGRICULTURE	2,694

(FULL-TIME PERMANENT POSITIONS AS OF SEPTEMBER 2003, FEDSCOPE)

*"Working for the federal government has given me an opportunity to see firsthand and truly appreciate the diversity of people, communities and issues throughout the United States."*

- DAVID KUEHN



### MAKING A DIFFERENCE

David Kuehn

*Community Planner  
Federal Highway Administration, Office of Planning*

David Kuehn works on the Transportation Planning Capacity Building Initiative in the Federal Highway Administration's (FHWA) Office of Planning. The program provides support to decision makers, transportation officials and staff as they seek to resolve complex transportation needs in their communities. Prior to his six years of service with FHWA, Kuehn worked in local government and as a planning and environment consultant in southern California. Kuehn is a member of the American Institute of Certified Planners and earned an MPA from University of Southern California. He received his B.A. from the University of California, Irvine.

### INTERNSHIPS

Full-time research internships at the **Federal Bureau of Investigation's (FBI) Behavioral Science Unit (BSU)** allow undergraduate and graduate students to assist in research, analysis and reporting of data from various projects ranging from hate crimes to counterterrorism. The BSU is located at the FBI Academy on the Marine Corps Base at Quantico, Virginia. Applicants should be at least in their junior year of college, and students majoring in criminal justice or a related field, such as sociology or psychology, are preferred. Interns receive hands-on experience in areas such as crime analysis and researching criminal behavior. [www.fbi.gov/employment/academy.htm](http://www.fbi.gov/employment/academy.htm)

Participants in the **Congressional Budget Office's (CBO)** summer internship program receive exposure to the budget process and policymaking at the federal level. The CBO is the agency that provides Congress with the analyses needed for economic and budgetary decisions. Interns work in areas as varied as health care, the environment, budget and tax policy and education. Internships are typically 10 weeks long and include a stipend based on academic level and work experience. [www.cbo.gov/Intern.cfm](http://www.cbo.gov/Intern.cfm)

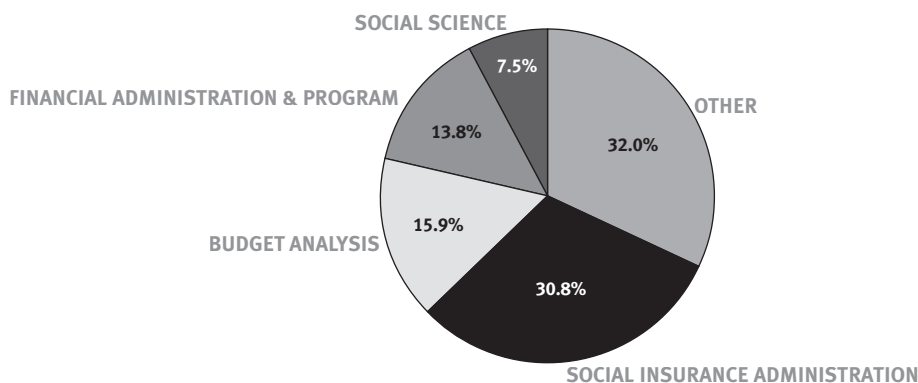
### CAREERS

Clinical psychologists at the **Federal Bureau of Prisons** work closely with inmates in federal prisons. They work with prison inmates as members of an interdisciplinary healthcare team, administering a wide variety of psychological assessments, interpreting results and preparing comprehensive reports. [www.bop.gov](http://www.bop.gov)

Social workers at the **Department of Veterans Affairs' VA Medical Center** design, implement and coordinate medical and support services for veterans. They also prepare proposals for program revision or expansion and secure funding for existing services. Candidates must have a master's degree in social work. [www.va.gov/jobs/search/healthcare.htm](http://www.va.gov/jobs/search/healthcare.htm)



### Government Careers for Social Science Majors



(FEDSCOPE, SEPTEMBER 2003)

#### ★ Did You Know...

The Federal Bureau of Prisons employs over 350 doctoral-level psychologists, making it one of the largest employers of psychologists in the country.

# Government and International Relations

For political science, public administration, public policy or international relations majors, the federal government should be an obvious place to begin a job search. Many policy analysts and foreign affairs specialists have contributed to the development of key policies in every area of government. They have facilitated diplomatic exchanges and promoted international understanding, security and peace.

## ★ Did You Know...

The Central Intelligence Agency offers salary bonuses for employees who, after being hired, become proficient in another foreign language. Employees who learn additional languages can earn extra bonuses.

## Agencies Employing Government and International Relations Majors

DEPARTMENT OF DEFENSE	15,143
DEPARTMENT OF STATE	4,962
DEPARTMENT OF JUSTICE	4,370
DEPARTMENT OF VETERANS AFFAIRS	1,978
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	1,599
DEPARTMENT OF HEALTH AND HUMAN SERVICES	1,551
DEPARTMENT OF AGRICULTURE	1,072

(FULL-TIME PERMANENT POSITIONS AS OF SEPTEMBER 2003, FEDSCOPE)

*"My colleagues and I are living history, and sometimes making a tiny bit of it. Working in government has shown me that men and women of good will, dedication and thoughtfulness can do much to help shape a safer, more secure and more peaceful world."*

- MATTHEW STUMPF



### MAKING A DIFFERENCE

## Matthew Stumpf

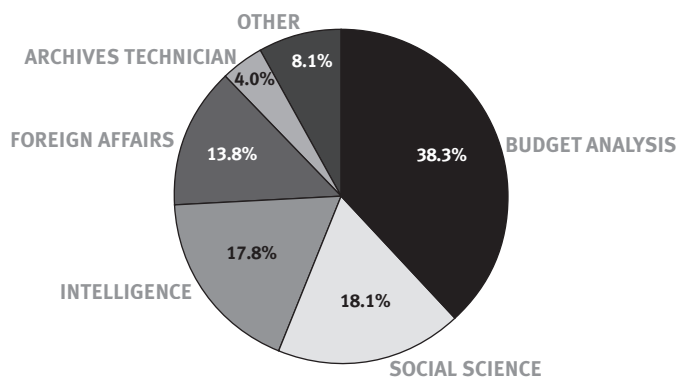
*Foreign Affairs Officer, State Department  
Bureau of Non-Proliferation, Office of Regional Affairs*

Matthew Shannon Stumpf has taken on the challenge of conducting diplomacy in support of U.S. nuclear non-proliferation objectives in countries worldwide. As a Foreign Affairs Officer in the State Department's Bureau of Non-Proliferation Office of Regional Affairs, Stumpf has critical responsibilities. He has also served in the Bureau of Arms Control's Office of Strategic Negotiations and Implementation, acting as a diplomat in support of the United States' strategic nuclear arms agreements, including the Moscow Treaty and the Strategic Arms Reduction Treaty (START).

Stumpf received his Master's in Public Policy from Harvard University's John F. Kennedy School of Government in June 2002, concentrating in international security and political economy.



## Government Careers for Government and International Relations Majors



(FEDSCOPE, SEPTEMBER 2003)

### INTERNSHIPS

If you are in an advanced degree program focused on language or area studies, the **Department of State's Fascell Fellowship Program** will allow you to get an inside perspective on how the government conducts its relations with other countries. Fellows work outside the United States in support of a diplomatic or consular mission. You must be fluent in the language of the country for which you would like to be considered. [www.careers.state.gov/student/prog.html](http://www.careers.state.gov/student/prog.html)

Interns at the **Department of Education** can be involved in policy analysis, research, government affairs or communications work. These internships afford many students the chance to gain a deeper understanding of such topics as higher education, teacher development and drug-free schools while simultaneously experiencing government operations first-hand.

[www.ed.gov/students/prep/job/intern/index.html?exp=0](http://www.ed.gov/students/prep/job/intern/index.html?exp=0)

### CAREERS

Political analysts at the **Central Intelligence Agency** evaluate the goals and motivations of foreign governments and entities by examining the culture, resources and political processes in countries of interest. Such positions usually require a master's degree and fluency in a needed language.

[www.cia.gov/employment](http://www.cia.gov/employment)

Intelligence specialists are vital to the **U.S. Coast Guard's** mission to protect America's coastlines and waterways. Intelligence specialists analyze and evaluate large volumes of intelligence materials and interpret the implications on foreign policy. Civilian positions at the Coast Guard number over 6,000 with more than 200 different types of jobs in over 100 locations across America.

[www.uscg.mil/civilianjobs.htm](http://www.uscg.mil/civilianjobs.htm)

### ★ Did You Know...

Foreign Service Officers work at more than 250 missions and posts worldwide, managing diplomatic relations between the United States and other foreign governments.

# FIND AND LAND A GOVERNMENT INTERNSHIP OR JOB



Now that you're more familiar with the opportunities that exist for you in the federal government, the next step is to think about how to apply for those internships and jobs. In this section we've provided a few pointers to get you started, but more detailed information about where jobs are located and how to market yourself in a job application is available in *Red, White and Blue Jobs: Finding a Great Job in the Federal Government*, our primary job search resource. This and other information about federal opportunities can be found in your career services office or on our Web site, [www.calltoserve.org](http://www.calltoserve.org).

As you apply for jobs in the federal government, remember to highlight the skills you've developed through your studies, especially your analytical and critical thinking, research capabilities, writing ability, problem solving and communications skills. A good way to package and present your strengths in these areas is to think about the different class assignments, independent research projects (such as a thesis or work for a professor), part-time jobs and even extracurricular activities you were involved in during college.

*"I am so glad that I decided to enter the 'real world' after college as a federal employee. In just two years, I have had so many interesting experiences and opportunities to learn, all while helping to serve the public. That gives me a wonderful feeling of accomplishment."*

- ERIN GIMBEL



## MAKING A DIFFERENCE

**Erin Gimbel**

*Civil Rights Investigator  
Office for Civil Rights, Department of Education*

Since Erin Gimbel started working at the U.S. Department of Education through the Outstanding Scholars Program over two years ago, she has investigated complaints of discrimination based on race, color, national origin, sex, age and disability. In her role as a civil rights investigator in New York City, Gimbel is responsible for educational programs that receive federal funding in New York, New Jersey, Puerto Rico and the Virgin Islands. She recently completed a six-month Aspiring Leaders program, through which she received three weeks of on-site training in three states and served a month-long detail in the Department of Education's Office of the Secretary in Washington, D.C.

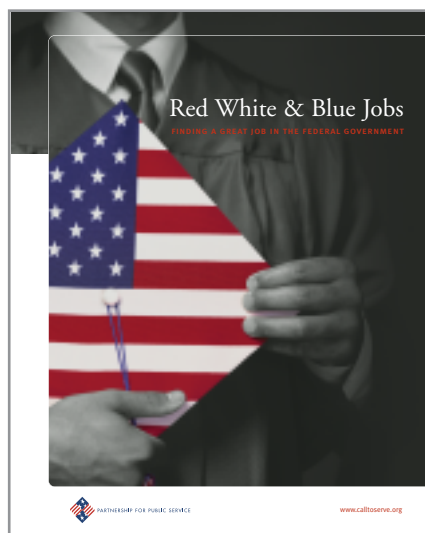
Gimbel graduated summa cum laude from Rutgers College with a B.A. in English and Art History and is now working on her English master's degree part-time at Rutgers-Newark.

# How to Apply for Your Dream Job

- ★ Internship and volunteer experience matters. Figure out how best to capture these experiences and skills in your résumé, letters and interviews.
- ★ Think creatively. Want to be an accountant? A lawyer? Chances are, there's a job for your desired profession in several agencies and across the world – 84% of all federal jobs are located outside of the Washington, D.C. area.
- ★ Know who does the hiring. The government may be the largest single employer, but each agency does its own hiring. The newly-updated USAJobs site ([www.usajobs.opm.gov](http://www.usajobs.opm.gov)) provides information on what opportunities are out there.
- ★ Do your research on the different agencies, and then target your job search. Agencies in the executive branch range in size from 100 staff to over 300,000, and each has its own mission and locations. For more details about each agency, check their Web sites or the U.S. Government Manual at [www.gpoaccess.gov/gmanual/browse-gm-01.html](http://www.gpoaccess.gov/gmanual/browse-gm-01.html).
- ★ Schedule a meeting with your school's career services office, and pay attention to agency information sessions and job fairs – use these as opportunities to network.
- ★ Keep a file with copies of all of your awards, transcripts, writing samples and a current résumé. Being prepared will make the application process much easier.
- ★ Sell yourself! The application process may appear daunting at first, but the agencies just want to make sure they find the best people for the jobs. Use it as an opportunity to show the government who you are and what you've got!
- ★ Patience is a virtue, and no news may be good news. The federal application process typically takes longer than the private sector, but this does not mean that you're out of the running. Sit tight and apply early.

## ★ Did You Know...

Geologists at the United States Geological Survey trained the first astronauts to land on the moon in 1969, preparing them for the terrain they would encounter.



★ Follow up! If you need to make a decision but haven't heard back, call the agency contact.

★ Finally, be sure to print out a copy of *Red, White and Blue Jobs: Finding a Great Job in the Federal Government* for more detailed information and pointers on applying for a federal internship or job. Visit [www.calltoserve.org](http://www.calltoserve.org) to download and print free copies.

# Sites That Can Help You Find and Apply for a Federal Job

## ★ Did You Know...

Twenty-four percent of jobs with NASA are not science-related.

### USA Jobs

[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

USA Jobs is the government's official job posting site. Start your federal job search here!

- ★ Matches your skills and interests to government careers and sends you regular email messages when positions that meet your criteria are posted
- ★ Allows you to create a résumé suitable for most federal job applications and stores it for applying to multiple agencies
- ★ Highlights hard-to-fill positions and lets you see which agencies have a large number of openings
- ★ Tracks the status of applications you submitted

### Student Jobs

[www.studentjobs.gov](http://www.studentjobs.gov)

- ★ Serves as a one-stop shop for information on government agencies offering employment opportunities for current students
- ★ Offers a “résumé builder” that helps you create and store a resume for applying to federal jobs
- ★ Provides links to agency home pages and student employment information pages

### Monster Public Service

[publicservice.monster.com/](http://publicservice.monster.com/)

- ★ Offers tips on applying for federal jobs and internships, as well as profiles of public servants
- ★ Allows users to search job openings by keyword, location and job category
- ★ Offers a free weekly e-newsletter, “Monster Public Service News,” that contains updates on federal openings, hints, tips on applying and more

*“Each day, I apply critical thinking skills and synthesize material from an array of sources — much like I did as a student.”*

- JOY GAMBINO



MAKING A DIFFERENCE

Joy Gambino

*Policy Analyst  
General Accounting Office*

As a policy analyst at the General Accounting Office, Joy Gambino analyzes federal higher education and child welfare policies and prepares reports for Congress. She is currently leading a study of the federal Child and Family Services Review process and recently managed a national study of the child welfare workforce. With topics as varied as student loans and the foster care system, Gambino is always learning about something new. She holds a bachelor of arts degree from Northwestern University, where she majored in Political Science and minored in Spanish language and culture, and a Master's in Public Policy from the Georgetown Public Policy Institute, where she studied education reform.

## The Key to Finding the Right Internship: Do Your Homework!

Like any workplace you might be considering, a trial run is the best way to find out if the federal government is for you. But interning is not just a chance for you to test-drive the job – the internship also gives the agency a chance to see if it wants to offer you a full-time job when you graduate. In some programs, you can even earn school credit while interning during the summer or the school year.

- ★ Start with a general search to learn about the wide variety of opportunities:
  - [www.calltoserve.org](http://www.calltoserve.org)
  - [www.studentjobs.gov](http://www.studentjobs.gov)
  - [www.students.gov](http://www.students.gov)
- ★ Next, research the agencies whose missions interest you most – sometimes agencies only publicize internships on their own Web sites.
- ★ Check out the many organizations that help place students in federal internships and jobs. Visit *Red, White and Blue Jobs* at [www.calltoserve.org](http://www.calltoserve.org) to learn more.

Find out what federal employees think are the best federal workplaces overall and in specific categories like work-life balance, as well as the best organizations according to young people and minorities. Visit [www.bestplacetowork.org](http://www.bestplacetowork.org) for a comprehensive ranking of federal executive branch organizations. The site is a joint effort of the Partnership and the Institute for the Study of Public Policy Implementation and is based on a survey of over 100,000 federal employees.



**[www.bestplacetowork.org](http://www.bestplacetowork.org)**



MAKING A DIFFERENCE

**John Primm**

*Senior Producer*

*Air Force Television, Department of Defense*

As the Senior Producer for Air Force Television at the Pentagon, John Primm created an MTV-style “Stay in School; Don’t Do Drugs” music video that was distributed nationally by General Colin Powell when he was the Chairman of the Joint Chiefs of Staff. He has also crafted descriptions of scientific advances in non-lethal weapons technology for Congress and for training senior military and political leaders to communicate with the press. Working in the Pentagon as a civilian employee has allowed Primm the opportunity to be a part of and also to document many of the major military and diplomatic events of the last 15 years.

*“Only as a civil servant could I have had the chance to work with so many different kinds of people in so many different venues and tell so many stories about the great people of this nation.”*

- JOHN PRIMM

# Liberal Arts Careers in the Government by Major

## **ANY MAJOR**

Environmental Protection  
Specialists  
Civil Rights Analysts  
Administrative Officers  
Management Analysts  
Logistics Management  
Specialists  
Paralegal Specialists  
Claims Examiners  
Public Affairs  
Writers and Editors  
Internal Revenue Officers  
General Investigators  
Air Traffic Controllers  
Program Analysts

## **ANTHROPOLOGY**

Anthropologists  
Museum Curators  
Museum Specialists  
Management Analysts



## **ARCHAEOLOGY**

Archaeologists  
Museum Curators  
Museum Specialists

## **ARCHITECTURE**

Architects  
Construction Analysts  
Construction Control  
Inspectors  
Landscape Architects  
Naval Architects

## **ARTS, FINE AND APPLIED**

Arts Specialists  
Audio-Visual Production  
Specialists  
Recreation and Creative Arts  
Therapists

Exhibits Specialists  
Illustrators  
Photographers  
Visual Information Specialists

## **COMMUNICATIONS**

Telecommunications Managers  
Communications Specialists  
Public Affairs Specialists  
Technical Writers and Editors  
Writers and Editors

## **ECONOMICS**

Actuaries  
Budget Analysts  
Contract Specialists  
Economists  
Financial Analysts  
Financial Institution Analysts  
Loan Specialists  
Trade Specialists

## **EDUCATION**

Education and Training  
Specialists  
Vocational Training Specialists  
Vocational Rehabilitation  
Specialists  
Educational Program  
Specialists  
Employee Development  
Specialists  
Public Health Educators  
Training Instructors  
Instructional Systems  
Specialists

## **ENGLISH AND LITERATURE**

Editorial Assistants  
Public Affairs Specialists  
Technical Writers and Editors  
Writers and Editors  
Management Analysts

## **FOREIGN LANGUAGE**

Border Patrol Agents  
Customs Inspectors  
Language Specialists  
Equal Employment  
Opportunity Specialists  
Foreign Affairs Specialists  
Foreign Agricultural Affairs  
Specialists  
Intelligence Specialists

## **GEOGRAPHY**

Cartographers  
Geographers

## **HISTORY**

Archives Technicians  
Archivists  
Exhibits Specialists  
Historians  
Intelligence Specialists  
Museum Curators  
Management Analysts

## **INTERNATIONAL RELATIONS**

Foreign Affairs Specialists  
Foreign Agricultural Affairs  
Specialists  
Intelligence Specialists  
Language Specialists  
Public Affairs Specialists  
Trade Specialists  
International Relations  
Workers

## **JOURNALISM**

Journalists  
Agricultural Market Reporters  
Printing Specialists  
Public Affairs Specialists  
Writers and Editors  
Technical Writers and Editors

## **LIBERAL ARTS/HUMANITIES**

Contact Representatives  
Customs Inspectors  
Equal Opportunity Compliance  
Specialists  
Management Analysts  
Social Insurance Claims  
Examiners  
Veterans Claims Examiners

## **LIBRARY SCIENCE**

Librarians  
Library Technicians  
Medical Record Librarians  
Technical Information Services

## **POLITICAL**

## **SCIENCE/GOVERNMENT**

Archivists  
Budget Analysts  
Historians  
Foreign Affairs Specialists

Public Affairs Specialists  
Social Scientists

## **PSYCHOLOGY**

Recreational and Creative Arts  
Therapists  
Personnel Management  
Specialists  
Psychologists  
Personnel Staffing Specialists  
Position Classification  
Specialists  
Educational Services  
Specialists

## **PUBLIC ADMINISTRATION**

Budget Analysts  
Employee Development  
Specialists  
Employee Relations Specialists  
Management Analysts  
Manpower Development  
Specialists  
Program Analysts  
Public Utilities Specialists  
GAO Evaluators

## **PUBLIC RELATIONS**

Contact Representatives  
Foreign Affairs Specialists  
Foreign Agricultural Affairs  
Specialists  
Public Affairs Specialists

## **SOCIAL WORK**

Food Assistance Program  
Specialists  
Social Science Aids and  
Technicians  
Social Scientists  
Social Service Representatives  
Social Workers  
Recreation Specialists

## **SOCIOLOGY**

Social Science Aides and  
Technicians  
Social Scientists  
Social Service Representatives  
Sociologists

## **RELIGION/THEOLOGY**

Chaplains  
Social Workers

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Call to Serve has developed a collection of easy-to-use materials for job seekers and career services offices about job opportunities in the federal government. Our flagship handbook, *Red, White and Blue Jobs: Finding A Great Job in the Federal Government*, will provide you with information about federal government employers as well as the how and why to work for Uncle Sam. Download the entire *Red, White and Blue Jobs* library and other resources, or order copies today at [www.calltoserve.org](http://www.calltoserve.org).

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