



College of
Public Affairs
Career Guide

The UB Career Advantage



of UB graduates are employed or enrolled in graduate school within six months after graduation, on average. (Career and Internship Center Destination Survey)



TOP 20

public colleges in the United States where students go on to earn the highest salaries
(Business Insider)



6,000+

employer contacts

2,000

job postings each semester

350

internship postings each semester

* Job and internship posting statistics are on average

#1

public university in Maryland (#31 nationally) on list of Best 4-Year Colleges for Adult Learners
(Washington Monthly, 2019)

FREE

personalized career coaching services for every UB student



Online career resources include **virtual career coaching**, **computerized resume review**, **career readiness videos** and **industry profiles**.



Student Testimonials



Emily Sugrue

Student

M.S. in Negotiations and Conflict Management

"I made an appointment at the Career and Internship Center to learn more about off-campus work-study positions and get feedback on my resume. What I came away with was a Research Assistant position in my field that will cover my tuition and provide a small stipend. I would definitely recommend stopping by this office!"



Brandi Lemon

Student

B.A. in Human Service Administration

"The Career and Internship Center is one of the most helpful resources at the University of Baltimore. For months, I was applying to countless jobs in the Human Service field, but I never received any calls for an interview. I visited the Career and Internship Center for resume assistance and that was the best decision that I ever made. After I updated my resume, I received multiple invitations for interviews. I decided to visit the Career and Internship Center again to practice interviewing. I went on all three interviews and each one of them called me back offering me the position that I applied for. Without the help of the Career and Internship Center, none of this would be possible."



Nikki Brown

Student

M.S. in Negotiations and Conflict Management

"The Career and Internship Center is such a vital part of student life at UB. From the Career Specialists to the Employer Relations and Internship Team, each provides students with the support and encouragement that is so important when navigating career development and future job placement opportunities. Students can expect an environment that is welcoming, engaging, and most importantly, centered on student success. Every UB student should make the Career and Internship an integral part of their academic foundation."

MANAGE YOUR CAREER

Find your career specialist and your career community.

UB Career Communities are organized by academic major and provide an opportunity to receive career resources related to a specific industry. Each Career Community is led by a career specialist in the Career and Internship Center. Assigned career specialists are available for individual career coaching appointments.



Sarah Holliday, M.S.

Assistant Director of Career Development,
Programming and Technology
410.837.5476
sholliday@ubalt.edu

Academic Departments:

- Accounting, Finance and Economics
- Information Systems and Decision Science
- Management and International Business
- Marketing and Entrepreneurship



BUSINESS

Career Community



Leah Dahlheimer, M.Ed.

Career Manager
410.837.5458
ldahlheimer@ubalt.edu

Academic Departments:

- Criminal Justice
- Health and Human Services
- Public and International Affairs



PUBLIC AFFAIRS

Career Community



Daniel Bowley, M.A.

Career Specialist
410.837.5441
dbowley@ubalt.edu

Academic Departments:

- Applied Behavioral Sciences
- Legal, Ethical and Historical Studies
- Science, Information Arts and Technologies
- Communications Design



ARTS AND SCIENCES

Career Community

AWARD-WINNING UB CAREER CYCLE

The award-winning UB Career Cycle is a tool you can use repeatedly throughout your lifetime. No matter where you are in your career—just starting out or switching gears—this cycle can help you get where you want to go. Each phase of the cycle has a set of actions and worksheets related to your career success. After learning about each phase, you'll be prepared to take the next step.

To learn more about the UB Career Cycle or UB Graduate Career Cycle, visit ubalt.edu/careercycle.

Please visit our website to view our Graduate Career Cycle.



ONLINE CAREER RESOURCES

Find online career tools whenever you need them from on or off campus. Online career resources are available on demand, 24 hours a day, at no charge to help students build their career skills and connect with employers.

For more information and to access your career resources, visit ubalt.edu/careerresources.



Learn how to manage your own career.

UB's Career Cycle empowers students to take charge of their careers. It offers a four-phase approach: Discover your Direction, Explore the World of Work, Communicate your Brand, and Create your Opportunities.



Your job search starts here.

UBworks is an online database to assist students in finding job and internship opportunities, creating an appointment with their career coach, viewing upcoming career events, building resumes and much more.



Watch career advice videos.

Get tips on starting a job search, networking, interviewing, negotiating a salary and more from leading recruiters on our CareerSpots portal.



Explore the world of work.

Through Vault Career Intelligence, you can research a company or industry, prepare for an interview or try to find a job or internship. You can access Vault on campus or by using your UB email address to log in off campus.



Know your strengths.

StrengthsQuest is an online assessment tool rooted in positive psychology that helps identify five of your natural talents, enabling you to capitalize on them. Learn more and get your free access code at ubalt.edu/strengths.

CAREER READINESS COMPETENCIES

The National Association of Colleges and Employers, through a task force of college career services and HR/staffing professionals, has developed a definition based on extensive research among employers, and has identified eight competencies associated with career readiness.

Critical Thinking/Problem-Solving

- Exercise sound reasoning to analyze issues, make decisions and overcome problems.
- The individual is able to obtain, interpret and use knowledge, facts and data in this process, and may demonstrate originality and inventiveness.

Teamwork/Collaboration

- Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles and viewpoints.
- The individual is able to work within a team structure, and can negotiate and manage conflict.

Leadership

- Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.
- The individual is able to assess and manage their emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize and delegate work.

Career Management

- Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and to career goals, and identify areas necessary for professional growth.
- The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Oral/Written Communications

- Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.
- The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters and complex technical reports clearly and effectively.

Digital Technology

- Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals.
- The individual demonstrates effective adaptability to new and emerging technologies.

Professionalism/Work Ethic

- Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management; and understand the impact of non-verbal communication on professional work image.
- The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from their mistakes.

Global/Intercultural Fluency

- Value, respect and learn from diverse cultures, races, ages, genders, sexual orientations and religions.
- The individual demonstrates openness, inclusiveness, sensitivity and the ability to interact respectfully with all people and understand individuals' differences.

Getting Career Ready

CAREER ACTION PLANS

For transfer and graduate career plans, visit ubalt.edu/careercycle.

FIRST YEAR: DISCOVER YOUR DIRECTION

- Activate your UBworks account (accessible through the MyUB Portal) to view job postings, learn about career events and schedule coaching.
- Meet with your assigned career specialist in the Career and Internship Center by scheduling your first coaching session via UBworks.
- Attend the Majors Information Fair and complete StrengthsQuest.
- Learn about BeMore, academic clubs and leadership opportunities.
- Select one Career Exploration tool to explore or confirm your intended major and career path. Tools offered by the Career and Internship Center include: Strong Interest Inventory, iStart Strong and Career Finder.
- Write your professional goal.

SECOND YEAR: EXPLORE THE WORLD OF WORK

- Schedule your second coaching session with your career specialist.
- Research and explore your career path to learn more about median salary, position titles and entry-level requirements. Conduct an informational interview. **Resources:** Savor UB, UB Alumni LinkedIn group, UB LinkedIn widget.
- Expand your network by setting up a LinkedIn profile and using the site to connect with professionals in your industry.
- Start developing your professional brand by creating or updating your resume and cover letter. Use the UBworks Resume Builder or the Resume Samples by Major on the Career and Internship Center site.
- Attend career fairs and other career-related events.
- Create your professional pitch.

THIRD YEAR: COMMUNICATE YOUR BRAND

- Schedule your third coaching session with your career specialist.
- Grow your network by actively networking with professionals and recruiters in your industry. Attend professional networking events and career fairs, and participate in the On-Campus Recruitment Program.
- Finalize your career portfolio, including a resume, cover letter, professional pitch and LinkedIn profile.
- Determine a job target for your internship or job search.
- Consider taking on a leadership role with a student organization, professional association or local nonprofit.
- Create an action plan.

FOURTH YEAR: CREATE YOUR OPPORTUNITIES

- Schedule your fourth coaching session with your career specialist.
- Participate in on-campus interviews, career fairs, and other networking events.
- Expand your network by joining a professional association in your industry.
- Get ready for the interviewing process by participating in a mock interview and wearing professional attire.
- Identify your most effective job references and send them a copy of your resume and job target.
- Register with the Office of Alumni and Donor Relations.
- Develop your career management plan.

SEARCHING FOR A JOB OR INTERNSHIP?

OFF-CAMPUS JOBS

The Job Location and Development Program (JLD) allows students to expand their professional experience through nonprofit internship opportunities.

Students eligible for federal work-study (financial aid), can work for a nonprofit organization off campus and still redeem their federal work-study funds. In doing so, students are able to be paid while gaining real-time, hands-on experience in a field that promotes their personal career growth.

Log in to UBworks to schedule an appointment with our Internship and Recruitment Coordinator.

Benefits of the JLD Program

- Offers for-credit and/or paid internships and jobs
- Positions that are near campus—convenient for you and your classes
- Allows you to gain experience in your field
- Earns you \$13/hour for up to 19.5 hours/week
- Be eligible to receive the University System of Maryland (USM) Professionalism Badge, which can be used on resumes and LinkedIn

ON-CAMPUS JOBS

Searching for a student employment position at UB is made simple with UBworks. UBworks is a job and internship search engine provided by the Career and Internship Center that allows students to search and apply for jobs and internships on and off-campus, update their resume and set appointments with their career specialist.

The on-campus positions posted in UBworks include graduate assistantships, student assistants and internships.

To apply to federal work-study positions, you must be a U.S. citizen, complete your FAFSA and be registered for classes.

Questions about federal work-study? Contact the Office of Financial Aid at federalworkstudy@ubalt.edu.



Chana Loeb

Student

B.A. in Digital Communication

“My program coordinator sends out daily emails about jobs and internships in the fields in which her students might want to work. I was looking for an internship for a semester and I saw that the Office of Marketing and Creative Services had a job opening in social media. I was told to apply through UBworks, but I didn’t know how to use it. I stopped by the Career and Internship Center, showed the person at the front desk the email and he was able to find the job for me through a search on UBworks. I submitted my resume and hit apply. A couple of weeks later they got in touch with me to set up an interview, a week later I had my interview and I was offered the job.”

Career Communities

CRIMINAL JUSTICE

Possible careers

- crime laboratory analyst
- criminal investigator
- drug enforcement agent
- emergency management director
- forensic science technician
- human services assistant
- probation officer
- program coordinator
- substance abuse case manager
- U.S. Marshal

Total Average Reported
Salary Range
\$39,000-\$54,999

HEALTH AND HUMAN SERVICES

Possible careers

- benefits coordinator
- community health worker
- community outreach director
- compliance manager
- director, department of medicine
- health care manager
- human service assistant
- patient advocate
- program coordinator
- substance abuse counselor

Total Average Reported
Salary Range
\$40,000-\$69,000

PUBLIC AND INTERNATIONAL AFFAIRS

Possible careers

- community outreach coordinator
- compliance officer
- grant writer
- legislator
- municipal clerk
- nonprofit manager
- policy analyst
- public relations specialist
- survey researcher
- urban and regional planner

Total Average Reported
Salary Range
\$40,000-\$54,999

UB Student Internships

- Anne Arundel County Police Dept.
- Baltimore City Health Dept.
- Baltimore City Office of the Public Defender
- Baltimore Police Dept.
- Bea Gaddy Family Center
- Department of Juvenile Services
- District Court of Baltimore
- Harford County Sheriff's Office
- H.O.P.E Recovery Community Center
- Howard County Police Dept.
- Maryland Department of Public Safety and Correctional Services
- Maryland Division of Probation and Parole
- NARAL-Pro Choice Maryland
- Our Daily Bread Employment Center
- University of Baltimore School of Law

Companies Hiring UB Grads

- Accenture
- AIRS/EHM
- American Substance Abuse Professionals
- Arc of Carroll County
- Baltimore City Police Dept.
- Baltimore City Sheriff's Office
- Baltimore County Government
- Baltimore County Public Schools
- Baltimore Crisis Response
- Behavioral Health Administration
- Bel Air Police Dept.
- CACI
- CareFirst BlueCross BlueShield
- Caron Treatment Centers
- Center for Medicaid Services
- Circuit Court of Baltimore County
- Community College of Baltimore County
- Department of Defense
- Department of Homeland Security
- Department of Juvenile Services
- Department of Public Safety and Correctional Services
- District Court of Maryland
- Faith, Hope and Charity Supportive Living
- First Mariner Bank
- GBMC
- Genesis Healthcare
- House of Ruth
- Johns Hopkins University
- Kaiser Permanente
- Kennedy Krieger Institute
- Loyola University Maryland
- Peoples Community Health Centers
- Maryland Air National Guard
- Maryland Judiciary
- Morgan Stanley
- Morgan State University
- Surfrider Foundation
- U.S. Department of Treasury
- YWCA Annapolis & Anne Arundel County

Job Titles of UB Grads

Criminal Justice

- addictions counselor
- aftercare coordinator
- claims specialist
- community health worker
- correctional officer
- deputy
- detective
- emergency response dispatcher
- job coach
- judiciary clerk
- office manager
- Police officer
- probation officer
- process clerk
- program administrator
- registrar
- residential counselor
- risk investigator
- staff buyer

Health and Human Services

- business development officer
- cardiology tech
- civil advocate
- clinical information analyst
- COBRA/FSA specialist
- compliance analyst
- CT/MRA technologist
- HR manager
- intake specialist
- location specialist
- mammography technologist
- paralegal
- physical therapy assistant
- provider reimbursement specialist
- neurodiagnostic tech
- research program assistant
- residential counselor
- resource development associate
- unit case manager

Public and International Affairs

- application processor
- case manager
- customer service representative
- director of consumer affairs
- operations analyst
- special projects coordinator
- service learning facilitator
- teacher

GAIN EXPERIENCE

No matter which phase of the UB Career Cycle you are in, gaining experience is crucial. While you are a student at UB, you should set a goal to gain experience through at least two or three of these methods.

[] Attend professional association meetings and conferences.

See if the industry you're interested in has a local, regional or national organization that hosts networking or social events. There, you can meet people already engaged in your chosen profession and connect to career services to help newcomers to the field. These organizations are great places to start building your networks, and many offer reduced membership rates for students.

[] Schedule an informational interview.

Find someone in your chosen career and "pick their brain." Invite them for coffee, saying you know they are experts in their field and you want to learn about trends, opportunities and ideas for transitioning into their industry or sector. Remember: You are not asking for a job; you are seeking information to better prepare yourself to make this transition.

[] Look into experiential learning opportunities at UB.

Further develop your knowledge, skills and abilities by participating in research and project-based learning; community and civic engagement activities; or internships, global field experiences and work-study positions.

[] Get involved on campus and in the community.

Grow your skills and develop relationships in whatever ways you can. Employers want candidates who get involved outside of what is required academically and who demonstrate their leadership. Here are some ideas to get you started:

- Student organizations: Develop and grow your skills that can be directly transferable to the workplace while meeting new people and creating long-lasting relationships—a key skill for networking. As you dedicate more time and effort, you may consider taking on leadership roles within the organization. Learn more at ubalt.edu/csi.

- Volunteer: Give back to your community and put your passion for a specific cause to work. Turning your dedication into a profession is a surefire way to find work that is meaningful—and to make a difference in Baltimore and beyond. Learn more at ubalt.edu/bemore.
- Lectures and seminars: Gain knowledge and perspective when you attend some of the many lectures, workshops and seminars that happen throughout the year on campus. Learn what's happening on campus through UB Today, an email sent to the UB community each weekday during the academic year, or by visiting ubalt.edu/calendar.

[] Find a mentor.

Having someone more experienced than you to support you on your career path is invaluable. Most successful people, when asked how they made it, refer to people who mentored them. Ask someone in your network if they'd mentor you, or try one of these avenues:

- Professional Development Institute: Connect with a mentor who will help you explore your interests, set career goals and grow professionally. Learn more: ubalt.edu/pdi
- Savor UB: Talk with a UB alumni who has a similar career path over a meal at a local Baltimore restaurant. From there, informal, one-on-one mentoring relationships can develop. Learn more: ubalt.edu/alumni.

[] Connect with faculty and alumni.

As a UB student, you are part of a strong—and large—network. Our faculty and alumni work in their fields and already have industry knowledge and connections. They know firsthand the impact of a UB education, and they've made the transition from college to the workplace. Developing connections with them will afford you greater insight into possible careers and help you continue to network long after graduation.

INTERNSHIP TIMELINE

6 months

Sort out what purpose an internship serves for you (credit, experience or both) and ask yourself a number of defining questions (location and travel, compensation, commitment).

①

②

5 months

Get your professional documents in order (resumes and cover letters) and begin to engage your professional network for potential connections and opportunities.

③

4 months

Schedule appointment with your career specialist to get your documents reviewed and the internship coordinator to conduct an initial search for available opportunities.

④

3 months

Tailor resumes and cover letters to fit specific opportunities and begin applying to internship opportunities. Be sure to track what positions you applied for and when they close.

⑤

2 months

Follow up with any outstanding applications or companies who have not yet responded.

⑥

1 month

Interview, follow-up and accept the internship offer

Career and Internship Center

UB Student Center, Room 306
410.837.5440
careercenter@ubalt.edu
ubalt.edu/careercenter

Hours:

Monday-Thursday: 8:30 a.m.-5 p.m.
Friday: 8:30 a.m.-4:30 p.m.
For extended and walk-in hours, visit
ubalt.edu/careercenter.

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