

College of Public Affairs Career Guide

The UBalt Career Advantage

76%

of UBalt 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+

job postings per semester

2,000

job postings per semester

350

internship postings per semester

** Job and internship posting statistics are an 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 UBalt student

Online career resources include virtual career coaching, personalized resume review, career readiness videos, and mock interview modules.

Alumni Testimonials



Danielle Brownson

B.S. Criminal Justice

Before my internship, I was starting to experience academic burnout and I felt myself losing passion for my field. However, after being placed with International Social Services - USA, I quickly became integrated with the flow and pace of the work environment, and I relished in the rewarding feeling that I experienced from the work that I was completing. Knowing that I was helping victims get into healthier and safer conditions rekindled the passion that I had felt fizzling out, and I found myself excited to go to work every week. As my internship was coming to an end, my strong work ethic and passion was recognized by my supervisor, and I was graciously offered to be brought on as an official employee with the organization for the position of the Intercountry Service Coordinator, which has secured me both a part-time job for my final semester and a full-time job for after graduation.



Shaniqua Singleton

B.S. Human Services Administration

I am a First Generation College Student and mother of 3. I started my educational journey in 2019 at the Community College of Baltimore County (CCBC) in their GED program after becoming a mother at 17 and shifting priorities to focus on my family. Then I transitioned into their college to my undergraduate degree in Human Service Counseling and Advanced Behavioral Health Certification. I graduated from CCBC in the Spring of 2021 with Honors and a 4.0 GPA. I started at UBalt in the Fall of 2021, majoring in Human Service Administration and minoring in Psychology. On May 24, 2023, I graduated with honors with my BS in Human Service Administration. While the journey so far makes me proud, I am more than excited to announce that I will be continuing my academic journey in the Fall of 2023 as I was accepted into UBalt's Masters in Applied Psychology program, where my selected track will be Practitioner Specialization. I can't wait for this new journey to begin, and I am super excited to take everyone along with me.



Michael Smith

B.S. Human Services Administration

The Career and Internship Center has been indispensable to my career preparation. Transitioning from a manufacturing job into one related to my major, Human Services Administration, presented challenges and was anxiety provoking. From a personality assessment to resume review to mocked interviews, at every step, it has assisted me. Two weeks prior to graduation, I was offered and accepted a position with a local nonprofit in a program management position.

Career Resources

MANAGE YOUR CAREER

UBalt 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 coach in the Career and Internship Center. Assigned career coaches are available for individual career coaching appointments.



La-Toya Gomez, MBA

CAREER MANAGER FOR MSB

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BUSINESS

UBalt Career Community
The Career and Internship Center

ACADEMIC DEPARTMENTS:

- Accounting, Finance, & Economics
- Information Systems
- Management & International Business
- Marketing & Entrepreneurship



PUBLIC AFFAIRS

UBalt Career Community
The Career and Internship Center

- Health Management
- Human Services
- Policy, Politics & IA
- Global Affairs & Human Security
- Health Administration
- Negotiations & Conflict Management
- Non-Profit Management and Social Entrepreneurship
- Public Administration



Daniel Bowley, MA

CAREER MANAGER FOR CAS

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ARTS AND SCIENCES

UBalt Career Community
The Career and Internship Center

ACADEMIC DEPARTMENTS:

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



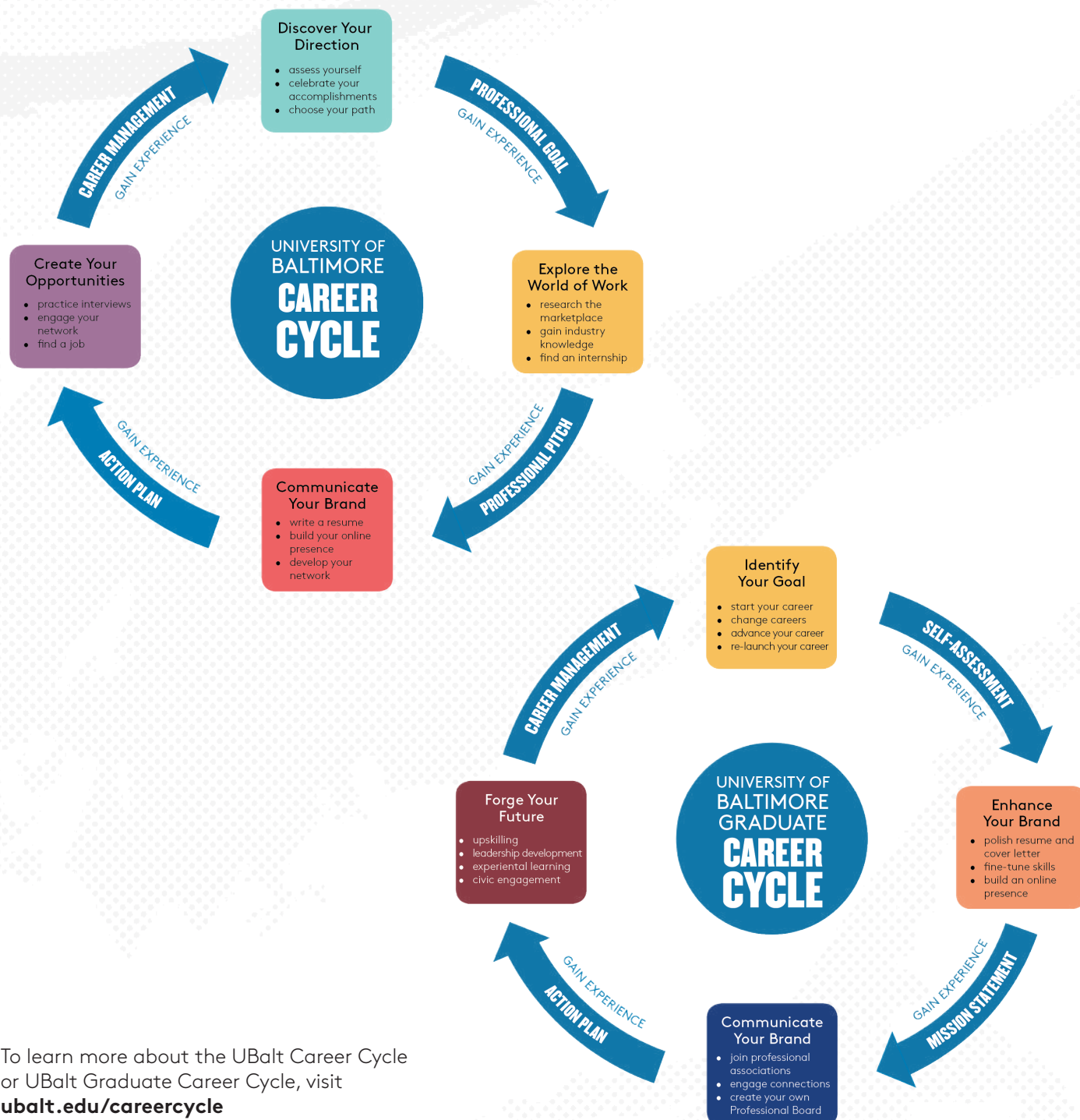
PUBLIC AFFAIRS

UBalt Career Community
The Career and Internship Center

- Criminal Justice
- Cyber Forensics
- Forensic Studies
- Crime Scene Investigation (Cert.)
- Forensic Document Analysis (Certification)

AWARD-WINNING UBALT CAREER CYCLE

The award-winning UBalt 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 UBalt Career Cycle or UBalt Graduate Career Cycle, visit ubalt.edu/careercycle

Career Resources

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.



UBalt Career Cycle

Learn how to manage your own career. The award-winning UBalt 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.



UBworks

Your job search starts here. UBworks is a comprehensive online database to assist you in finding job and internship opportunities that match your interests. After registering and creating a profile, you can search for available jobs and internships, use templates to build your resume, explore industries through a career explorer, find events and resources, book appointments with career coaches and see employment announcements posted by employers.



CIC On Demand

Get tips on starting a job search, networking, interviewing, negotiating salary and more from the Career and Internship Center. These short videos help you know what to wear, say and do during interviews and while networking.



CandidCareer.com

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. These short videos help you know what to wear, say and do during interviews and while networking.



UBalt Strengths

Know your strengths. StrengthsQuest is an online assessment tool with roots in positive psychology that helps identify five of your natural talents. By focusing on areas of strength rather than on weaknesses, you can capitalize on what you do best.



Policorner

Policorner is a 100% free, non-partisan platform dedicated to making politics, law, and public service jobs and internships more accessible.

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

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.

CAREER & SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Example behaviors:

- Show an awareness of own strengths and areas for development while pursuing and applying feedback.
- Develop plans and goals for one's future career, including seeking out opportunities to learn
- Assume duties or positions that will help one progress professionally, and network with others who can help one professionally.

COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Example behaviors:

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities, including active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand, including asking appropriate questions
- Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.

CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Example behaviors:

- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem, and accurately summarize and interpret that data.
- Proactively anticipate needs and prioritize action steps, effectively communicating actions and rationale.

EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Example behaviors:

- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
- Actively contribute to inclusive and equitable practices that influence individual and systemic change, including advocacy for inclusion, equitable practices, etc.
- Keep an open mind to diverse ideas and new ways of thinking.

LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Example behaviors:

- Inspire, persuade, and motivate self and others under a shared vision, including building shared trust and approaching tasks with a positive attitude.
- Use innovative thinking and feedback from others to go beyond traditional methods.
- Plan, initiate, manage, complete and evaluate projects.

PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Example behaviors:

- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Demonstrate dependability (e.g., report consistently for work or meetings, being present and prepared).
- Show a high level of dedication toward doing a good job, including having an attention to detail.

TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Example behaviors:

- Employ personal strengths, knowledge, and talents to complement those of others.
- Exercise the ability to compromise and be agile, including collaboration with others.
- Build strong, positive working relationships with supervisor and team members/coworkers.

TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Example behaviors:

- Navigate change and be open to learning new technologies to improve efficiency and productivity of one's work.
- Identify appropriate technology for completing specific tasks.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

To learn more about NACE's Career Readiness Competencies, visit naceweb.org/career-readiness/competencies

Getting Career Ready

UNDERGRADUATE CAREER ACTION PLANS

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 coach in the Career and Internship Center by scheduling your first coaching session via UBworks.
- ☐ Attend the Majors Information Fair and complete StrengthsQuest.
- ☐ Learn about academic clubs and service learning 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 Leader.
- ☐ Define your professional goal.

SECOND YEAR: EXPLORE THE WORLD OF WORK

- ☐ Schedule your second coaching session with your career coach.
- ☐ Research and explore your career path to learn more about median salary, position titles and entry-level requirements. Conduct an informational interview. Resources: UBalt Alumni LinkedIn group, your career coach
- ☐ 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 a career 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.

For Transfer and Graduate Career Action Plans, visit **ubalt.edu/careercycle**

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 program 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 \$15/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 UBalt 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 coach.

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



Are you an international student?

Many on-campus jobs require work study eligibility. **As a reminder, students with F1 visas are not eligible for federal work study.** However, international undergraduate and graduate students with F1 visas are eligible for Student Assistant positions. These on-campus jobs do not require federal work study eligibility.

Graduate international students may also apply for Graduate Assistant (GA) positions, which offer tuition remission and a yearly stipend.

If you have questions about employment as an international student, please contact the Career and Internship Center or the Office of Diversity and International Services.

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

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

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

**\$30,000–
\$69,999**

Average
Reported
Salary

COMPANIES HIRING UBALT GRADS

- Allied Universal
- AMA Support Services
- Anne Arundel County Department of Aging and Disabilities
- Baltimore City Public Schools
- Baltimore City Recreation and Parks (BCPR)
- Baltimore County Public Schools
- Berman, Sobin, & Gross, LLP
- Catholic Diocese of Arlington
- Circuit Court for Baltimore City
- Clark & Anderson
- Delta Utility Services, Inc.
- Department of Defense
- Element Fleet Management
- Elevate Patient Financial Services
- Emerald Custom Builders
- ENSCO Inc.
- FutureCare Health
- Guided Search Partners
- Harris Teeter
- Hospice of the Chesapeake
- Internal Revenue Service (IRS)
- International Social Service
- Johns Hopkins
- Knott Mechanical, Inc.
- Martins House Shelter
- Maryland School for the Blind
- Medstar Health
- Morgan Stanley
- National Institutes of Health
- Nelnet
- Office of Chief Medical Examiner
- Offit Kurman, P.A.
- OneMain Financial
- PrimeFlight
- Qualtrics
- SCI
- Saft America
- Shady Grove Fertility
- Sheppard Pratt
- State of Maryland
- Social Security Administration
- Tronox
- University of Baltimore
- University of Maryland
- Versant Health

JOB TITLES OF UBALT GRADS

- Accountant
- Administrative Assistant
- Administrative Specialist
- Assistant Superintendent
- Babysitter
- Business Analyst
- Business Manager
- Business Office Manager
- Case Manager
- Client Intake Specialist
- Clinical Operations Manager
- Contract Manager
- Consumer Loans Sales Specialist
- Data Analyst
- Education Administrator
- Embryologist
- Firm Administrator
- Forensic Investigator
- Fund Operations Associate
- Human Resources Staff
- IT Specialist
- Law Clerk
- Legal Assistant
- Licensed Practical Nurse
- Member Services Associate
- Onboarding Ambassador
- Operations Analyst
- Owner
- Paralegal
- Patients Admission Team Lead
- Personnel Security Specialist
- Project Manager
- Purchasing Assistant
- Recruiting Consultant
- Senior Representative
- Skills and Strengths Facilitator
- Software Engineer
- Teacher
- Transcriptionist
- Utility Designer

GAIN EXPERIENCE

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

[] Attend professional association meetings & 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 UBalt

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.

[] Connect with faculty and alumni

As a UBalt 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.

[] Utilize LinkedIn

The CIC encourages all students who have not created a LinkedIn profile to do so, as it remains one of the best ways to network virtually. We recommend meeting with your career coach to get assistance in filling out your profile and to schedule a time to get a professional headshot taken for your LinkedIn.

[] 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 by logging into Bee Involved through your UBalt student portal or by going to ubalt.edu/csei.
- 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 the Daily Digest, an email sent to the UBalt 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. Consider connecting with someone in your network with whom you have a strong relationship, or who has provided you with great insights and support in the past and see if they'd be willing to serve as a mentor for you. You can even consider exploring outside of your immediate network and engaging with someone you did an informational with; they may be able to mentor you or connect you with another professional who would be a good mentor for you.



Career and Internship Center

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

Hours:

Monday-Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–6 p.m. (virtual only)

For extended and walk-in hours, visit
ubalt.edu/careercenter.

Follow us!



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and Internship
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