

History Career Chat



Office of Career Development

Vassar College

Phone: 845-437-5285

Fax: 845-437-7257

Email: cdo@vassar.edu

<http://careers.vassar.edu>

Office Hours: Weekdays, 8:30 am – 5:00 pm and Wednesdays 7 – 9 pm
Steps In Choosing A Career

First Step: Self Assessment: “Know Thyself”

1. Understand and relate your personality traits to career choices.
2. Define your personal values.
3. Determine your economic needs.
4. Explore longer-term goals.
5. Understand your skill base.
6. Recognize your preferred skill base.
7. Express a willingness to improve.

Strategies for self-assessment may include meeting with a Career Counselor, taking interest inventories such as the Strong Interest Inventory or the Myers Briggs Type Indicator, or working through the exercises in any one of a number of books that are present in the CDO library, including *What Color Is Your Parachute*.

Second Step: Research Career Options

Once you have established a base of self-knowledge, the next step is to generate a base of knowledge about opportunities available and begin the matching process between yourself and a career. Strategies for researching career options include:

Informational interviewing and networking with professionals in areas that may be of interest to you

Talking with Vassar alumni and utilizing the VNET

Utilizing job listings through eRecruiting and in the CDO

Surfing the Internet for career options and information—including Spotlight on Careers, CareerSearch, and Vault.com

Participating in internships or Previews experiences

Scanning want ads for job descriptions that sound interesting

Joining and attending professional organization or association meetings, conferences and networking opportunities

Reading trade journals

These are all excellent strategies for focusing on career options and gathering the information you will need.

Next Step: Job Search

A job search involves:

Creating a strong resume and cover letter

Developing lists of target organizations and contacts

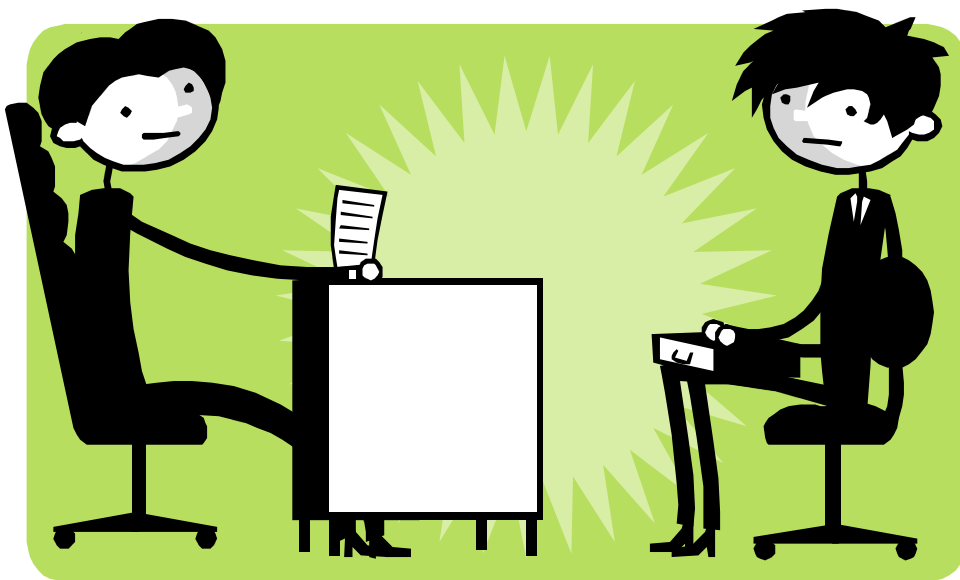
Applying for positions

Interviewing

Doing follow-up

Career Counselors here at the CDO are ready and available to assist you through the entire process. The Career Development Office library and website also contain various handouts, books, articles, journals, etc. that could aid you in this process.

Job-hunting takes time and energy! This varies, of course, depending on the field, preparation, and dedication of the job seeker. Geographic flexibility also significantly impacts one's job search. Many occupations today require a college-educated individual who can write and speak well, solve problems, learn new information quickly and work well with others on a team. This means that college graduates use their education in a wide variety of fields, and your future career may relate more to your personal career interests, work values and transferable skills than any specific academic major.



What About Graduate School?

<http://careers.vassar.edu/advice-graduate-school/>

The reasons for continuing one's education in graduate school can be as varied and unique as the individual enrolling. Many continue their studies at an advanced level because they simply find it difficult to end the educational process. They love what they are learning; they want to learn more and want to continue their academic preparation. Others go on to graduate school for purely practical reasons—their area of interest requires an advanced degree.

It is important to consider your reasons for going to graduate school carefully. Graduate school involves additional time out of the employment market, a high degree of critical evaluation, significant autonomy as you pursue your studies, and considerable financial expenditure. For some students in doctoral programs, there may be additional life choice issues, such as relationships, marriage, and parenthood that may present real challenges while in a program of study.

Think about the following questions as a part of this decision-making process:

Are you postponing tough decisions by going to school?

Have you done some “hands-on” reality testing?

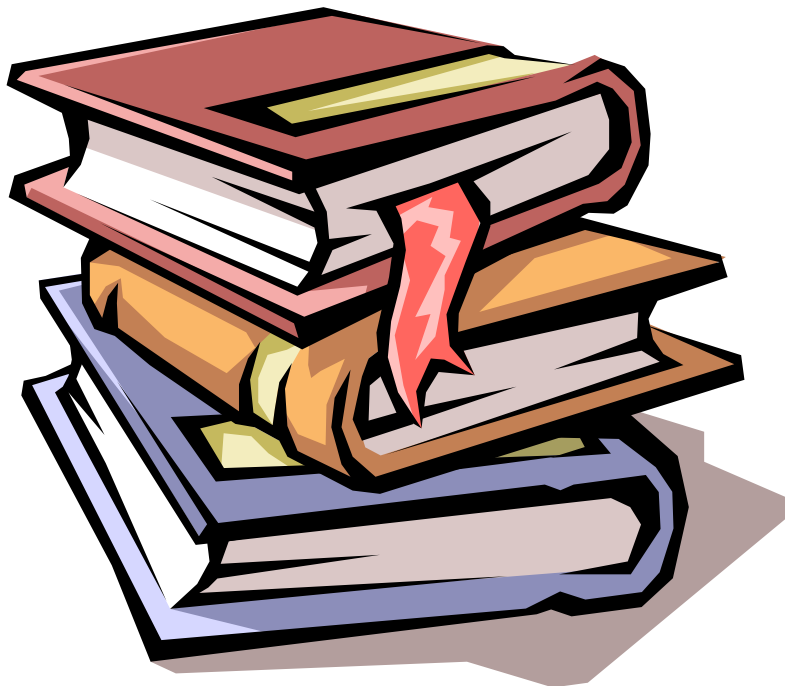
Do you need an advanced degree to work in your field?

Have you compared your expectations of what graduate school will do for you with what it has done for alumni of the program you are considering?

Have you talked with people in your field to explore what you might be doing after graduate school?

Are you excited by the idea of studying in the field you have in mind?

Graduate school is NOT a career choice—it is a tool to reach or advance your career goals. Be sure to ask yourself why you are going to graduate school and what you want to do with the degree.



History Alumni Career Choices

Here is a sampling of the many career paths Vassar Alumnae/I are doing with their undergraduate degree in History (may have pursued further education). Some of these career choices are closely related to their major while others are not. If you want to talk to alumnae/i and ask them questions about their careers, feel free to use the V-NET database through the AAVC website at <http://www.aavc.vassar.edu>.

- Arts Association/Foundation/Policy/Research Org**, Principal Project Specialist at the Getty Conservation Institute, Class of 1973
- Broadcasting**, Writer for CNN International, Class of 1996
- Broadcasting**, Producer of Dateline – NBC News, Class of 1984
- Education – College/University**, President of Oberlin College, Class of 1969
- Education – College/University**, Grant Writer at Vassar College, Class of 1984
- Education – College/University**, Professional Lecturer in History & International Affairs at George Washington University, Class of 1962
- Education – Secondary**, Chairperson of the Social Studies Department at Milpitas High School, Class of 1966
- Education Assoc/Foundation/Policy/Research Org**, Publisher at the Biblical Archaeology Society, Class of 1964
- Federal Administrative Government**, Associate General Counsel at the National Geospatial Intelligence Agency, Class of 1990
- Federal Administrative Government**, Associate Deputy General Counsel at the U.S. Department of Defense, Class of 1985
- Health Association/Foundation/Policy/Research Org**, Regional Program Coordinator at the International AIDS Vaccine Initiative, Class of 1995
- International Relations/Development**, Foreign Service Officer at the U.S. Department of State, Class of 1991
- International Relations/Development**, Senior Program Manager at the National Democratic Institute for International Affairs, Class of 1987
- Journalism (print)**, Magazine Editor at New York Times Co., Class of 1969
- Journalism (print)**, Writer for United Press International, Class of 1979
- Judicial/Law Enforcement**, Assistant District Attorney of the Domestic Violence/Sex Crimes Bureau at the Bronx District Attorney’s Office, Class of 1991
- Legal Association/Foundation/Policy/Research Org**, Communications Director at the National Law Enforcement Officers Memorial Fund, Class of 1990
- Marketing**, President of The Literacy Warehouse, Inc., Class of 1969
- Merchandising/Retailing**, CEO of Politics & Prose Bookstore, Class of 1957
- Military Service**, Historian for the United States Navy, Class of 1965
- Museums**, Historic Site Manager at The Old Manse – The Trustees of Reservations, Class of 1996
- Public Service Assoc/Foundation/Policy/Research Org**, Program Assistant of the Creativity Culture Division of the Rockefeller Foundation, Class of 1999
- Public Service Assoc/Foundation/Policy/Research Org**, National Field Director of the Lewis & Clark Trail Heritage Foundation, Class of 1993
- Telecommunications**, Editor at the History News Network, Class of 1976

CDO Library Resources for History Majors

- American Foreign Service Officer Exam* by ARCO, 2001.
- Book of U.S. Government Jobs The* by Dennis V. Damp, 2002.
- Careers for Students of History*, by Constance Schulz, Page Putnam Miller & Aaron Marrs, 2002.
- Careers In International Affairs* by Maria Pinto Carland & Lisa A. Gihring, 2003.
- Careers In Law* by Gary Munneke, 1997.
- Career Opportunities in Politics, Government, & Activism* by Joan Axelrod-Conrada, 2003.
- Choosing a Career In The Law* by Dena O. Dekoff, 1991.
- Great Jobs for History Majors* by Julie DeGalan & Stehpen Lamberts, 2001.
- Guide to Homeland Security Careers* Donald B. Hutton & Anna Mydlarz, 2003.
- Guide to Museum Studies and Training in the United States* by American Association of Museums, 1999.
- Harvard Guide to International Experience, The* by William Kingelhofer, 1989.
- History Internship Book, The* by Career Education Institutes, 2004.
- How to Find an Overseas Job with the U.S. Government* by Will Cantrell & Francine Modderno, 1993.
- Inside a U.S. Embassy* by the American Foreign Service Association, 2005.
- Inside the Law Schools-A Guide by Students for Students* by S.F. Goldfard, 1993.
- Internships in International Affairs* by Career Educational Institutes, 2004.
- Law School Survival Guide, The* by Editors of JD Jungle, 2003.
- Legal Career Guide: From Law Student to Lawyer* by Gary A. Munneke, 2002.
- Museum Careers and Training-A Professional Guide* by Victor Danilov, 1994.
- Museum Jobs from A-Z* by G.W. Bates, 1994.
- The Book of U.S. Government Jobs* by Dennis V. Damp, 2002.
- Realities of Foreign Service Life* by Patricia Linderman & Melissa Brayer Hess, 2002.
- Serving the Public: A Job Search Guide* by Stacy M. DeBroff, Esq., Jill P. Martyn, & Alexa Shabecoff, Esq., 2003
- Top Careers for History Graduates* by Facts on File, Inc., 2004.
- Working for Change: Making a Career In International Public Service* by Derick & Jennifer Brinkerhoff, 2005.
- Ultimate Guide to Law Schools-U.S. News & World Report* by Anne McGarth & the staff of U.S. News, 2004.

**These books and many others can be found in the CDO Library.

History Related Websites

Vassar Department of History: <http://history.vassar.edu/>

CDO Resources: <http://careers.vassar.edu/resources/>

General

American Historical Association: <http://www.historians.org/>

American Studies Association:

<http://www.georgetown.edu/crossroads/asainfo.html>

Career Planning for History Majors: <http://history.hanover.edu/car.html>

Career Resources: <http://careers.cua.edu/explore/historyresources.htm>

Heritage Foundation: <http://www.heritage.org/>

Humanities and Social Sciences Job Guide: <http://www.h-net.org/jobs/>

Inside History: <http://www.students.vcu.edu/ExploreCareers/CC/CCHShist.html>

National Council on Public History: <http://www.ncph.org/>

Organization of American Historians: <http://www.oah.org/>

Society of Historians of American Foreign Relations: <http://www.ohiou.edu/shafr/>

What Can I Do When I Graduate: <http://www.longwood.edu/History/career.htm>

Jobs in Government

American Federation of Government Employees: <http://www.afge.org/>

Careers in Government: <http://www.careersingovernment.com/>

Federal Jobs Net: <http://federaljobs.net/>

Federal World : <http://www.fedworld.gov/>

govtjobs.com: <http://govtjobs.com/>

Hillzoo.com: <http://hillzoo.com/>

LACN Spotlight on Careers Federal Government:

http://www.spotlightoncareers.org/Public_Policy/index.html

Political Job Listings in DC: <http://www.rollcall.com/> and

<http://www.hillnews.com>

Student Jobs: <http://www.studentjobs.gov/>

Museums

American Association of Museums: <http://www.aam-us.org/>

*ArtJob: <http://www.artjob.org/cgi-local/displayPage.pl?page=index.html>

*ArtSearch: <http://www.tcg.org/>

Museum Employment Resource Center: <http://www.museum-employment.com/>

Occupational Outlook - Archivists, Curators, and Museum Technicians:

<http://stats.bls.gov/oco/ocos065.htm>

History Related Websites (cont.)

Public Administration

American Association of Political Consultants: <http://www.theaapc.org/>
American Foreign Service Association: <http://www.afsa.org/>
American Political Science Association: <http://www.apsanet.org/>
American Society for Public Administration:
<http://www.aspanet.org/scriptcontent/index.cfm>
Federal Jobs.Net: <http://www.federaljobs.net/federal.htm>
International City/County Management Association: <http://www.icma.org/>
Jobs from FedWorld: <http://www.fedworld.gov/jobs/jobsearch.html>
National Association of Schools of Public Affairs and Administration:
<http://www.naspaa.org/students/students.asp>
*Opportunities In Public Affairs:
<http://www.brubach.com/opawebversion3/opa.htm>
Partnership for Public Service:
<http://www.ourpublicservice.org/workforusa/workforusa.htm>
Public Policy Job Links: <http://www.movingideas.org/>
United States Office of Personnel Management: <http://www.usajobs.opm.gov/>

Law

American Bar Association: <http://www.abanet.org>
Law School Admission Council: <http://www.lsac.org/>
National Federation of Paralegal Associations: <http://www.paralegals.org/>
The Association for Legal Career Professionals: <http://www.nalp.org/>
Occupational Outlook – Lawyers: <http://stats.bls.gov/oco/ocos053.htm>
Occupational Outlook – Paralegals and Legal Assistants:
<http://stats.bls.gov/oco/ocos114.htm>

Education

Academic Employment Network: <http://www.academploy.com/>
National Education Association: <http://www.nea.org/student-program/index.html>
National Council for Accreditation of Teacher Education: <http://www.ncate.org/>
Recruiting New Teachers: <http://www.rnt.org/channels/clearinghouse/>

*Please refer to the updated CDO password sheet to access the site.

Graduate School Information

CDO Website for Graduate Schools: <http://careers.vassar.edu/advice-graduate-school/>
CDO Graduate School Career Briefs: <http://careers.vassar.edu/downloadable-handouts/>
Gradschools.com: <http://gradschools.com/>

Graduate School Information (cont.)

Graduate Study in History:

<http://www.vpul.upenn.edu/careerservices/gradprof/grad/gradhist.html>

Peterson Guides to Graduate and Professional Schools:

<http://www.petersons.com/>

PhD Info.org: <http://www.phdinfofind.org/>

GradProfiles: <http://www.gradprofiles.com/>

*Foundation Center Grants To Individuals: <http://gtonline.fdncenter.org/>

Internships

eRecruiting: <http://vassar.erecruiting.com/er/security/login.jsp>

You must attend an eRecruiting orientation with the CDO before you can access the site.

*National Internships.com: <http://internships.com/accessPremium.cfm>

*Internships USA: <http://www.internships-usa.com>

*Please refer to the updated CDO password sheet to access the site.

General Career Websites

*Career Search: <http://www.careersearch.net/vassar/>

eRecruiting: <http://vassar.erecruiting.com/er/security/login.jsp>

You must attend an eRecruiting orientation with the CDO before you can access the site.

*Going Global: <http://online.goinglobal.com>

*LACN (Liberal Arts Career NetWORK) Job/Internship Database:

<http://www.lacn-group.org/>

*MonsterTrak: <http://www.monstertrak.monster.com/>

Occupational Outlook Handbook: <http://www.bls.gov/oco/>

Princeton Review's Guide To Your Career: <http://www.princetonreview.com/cte/>

Riley Guide: <http://www.rileyguide.com/>

*Spotlight On Careers: <http://www.spotlightoncareers.org/>

Vassar College Career Development Office: <http://careers.vassar.edu/>

*Vault.com: http://www.vault.com/cb/careerlib/careerlib_main.jsp?parrefer=397

Venture: http://www.theventureconsortium.org/public_interest/exploring.php

Wetfeet: <http://www.wetfeet.com/>

*Please refer to the updated CDO password sheet to access the site.