

# WHAT CAN YOU DO WITH YOUR DEGREE?

## PUBLIC ADMINISTRATION



University  
of Victoria

Your career is a journey and there's more than one "right" path. This resource includes some of the ways that you can explore your career journey—find even more at [uvic.ca/coopandcareer/degree](http://uvic.ca/coopandcareer/degree).

### EXPLORE POTENTIAL CAREERS

Your education, experience, knowledge, skills and attributes can help you excel in many directions. Here are a few sample jobs and fields of work that relate to your program:

<ul style="list-style-type: none"> <li>• Public sector management</li> <li>• Non-profit management</li> <li>• Policy analyst</li> <li>• Communications officer</li> <li>• Research analyst</li> </ul>	<ul style="list-style-type: none"> <li>• Chief financial officer</li> <li>• Public sector consulting</li> <li>• Human resources</li> <li>• Program management</li> <li>• Project management</li> </ul>	<ul style="list-style-type: none"> <li>• Media relations</li> <li>• Labour relations</li> <li>• Community development</li> <li>• Public relations</li> <li>• Dispute resolution</li> </ul>
---	--	--

*Some of these roles may require post-graduate studies or training.*

### What steps can you take to find a career that fits?

- ✦ Explore how your interests align with career paths during an appointment with a career educator at [uvic.ca/coopandcareer/advice](http://uvic.ca/coopandcareer/advice)
- ✦ Look for career ideas by searching for job postings with your program name at [learninginmotion.uvic.ca](http://learninginmotion.uvic.ca)
- ✦ Take part in the Horizons program to generate career ideas and decide on your next steps at [uvic.ca/coopandcareer/careerprograms](http://uvic.ca/coopandcareer/careerprograms)

### GAIN EXPERIENCE AND MAKE CONNECTIONS

Gaining experience in the community and workplace can help you gain insight and build your network. We've put together a list of some of the hands-on learning opportunities available in your program area.

Opportunities <u>within</u> your academic program	Opportunities <u>outside</u> your academic program
<ul style="list-style-type: none"> <li>• <b>Co-op Program:</b> Alternate academic study with paid work terms to gain workplace experience</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Work Study position</b> (<a href="http://uvic.ca/work-study">uvic.ca/work-study</a>)</li> </ul>
<ul style="list-style-type: none"> <li>• Learn about a wide range of <b>hands-on learning opportunities</b>, including Community Service Learning courses, course-based experiences and more at <a href="http://uvic.ca/coopandcareer/hands-on">uvic.ca/coopandcareer/hands-on</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Volunteering</b> is a great way to gain work experience, give back to your community and build skills to boost your résumé—learn more at <a href="http://uvic.ca/coopandcareer/volunteer">uvic.ca/coopandcareer/volunteer</a></li> </ul>

### What networks can you connect to?

Your friends, family, professors and colleagues are all part of your network—ask them how they've navigated their career paths. You can also connect with professional associations related to your field—here are just a few:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Institute for Public Administration in Canada (<a href="http://iapc.ca">iapc.ca</a>)</li> <li>• Commonwealth Association for Public Administration Management (<a href="http://capam.org">capam.org</a>)</li> </ul> | <ul style="list-style-type: none"> <li>• Association for Programs in Public Administration (<a href="http://cappa.ca">cappa.ca</a>)</li> </ul> |
|--|--|

**TIP:** Learn all about effective networking (plus other work search resources) at [uvic.ca/coopandcareer/worksearch](http://uvic.ca/coopandcareer/worksearch).

## BUILD YOUR SKILLS

Every experience helps you develop competencies—knowledge, skills and attributes that are valuable to employers. We can help you understand and describe your competencies, which comes in handy when you're searching for work.

### What competencies do all employers look for?

Here are the 10 core competencies that are valuable in every workplace (these align with UVic's Learning Outcomes):

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Personal management</li> <li>• Communication</li> <li>• Managing information</li> <li>• Research and analysis</li> <li>• Project and task management</li> </ul> | <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Commitment to quality</li> <li>• Professional behaviour</li> <li>• Social responsibility</li> <li>• Continuous learning</li> </ul> |
|--|---|

### What competencies will you develop through your program?

Here are some of the competencies specific to your academic program (full list at [uvic.ca/coopandcareer/degree](http://uvic.ca/coopandcareer/degree)).

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Advance an agenda in complex settings by understanding relevant institutions, processes, dynamics and operational realities</li> <li>• Act with integrity, courage and care towards individuals, groups and communities</li> </ul> | <ul style="list-style-type: none"> <li>• Approach a situation or issue by making clear and convincing oral and written presentations that achieve their purposes</li> <li>• Able to collaborate and work effectively in different organizational and interpersonal settings</li> </ul> |
|---|--|

You can also develop intercultural competencies and professional competencies.

**TIP:** Visit [uvic.ca/coopandcareer/buildskills](http://uvic.ca/coopandcareer/buildskills) to learn how to assess and describe your competencies.

## LOOKING FOR MORE SUPPORT?

Job postings: [uvic.ca/coopandcareer/career](http://uvic.ca/coopandcareer/career)

Events and more: [learninginmotion.uvic.ca](http://learninginmotion.uvic.ca)



[uviccoopandcareer](https://www.facebook.com/uviccoopandcareer)



[@uviccoopcareer](https://twitter.com/uviccoopcareer)