

# CAREER SERVICES



## UMD POLICY JOBS

Maryland School of Public Policy students and alumni are able to access current internships and full-time job listings, apply for jobs and contact employers through the School's online UMD Policy Jobs system. Employers also use this tool to search for students who post their resumes in virtual resume books. The system can be accessed at [www.umdpolicyjobs.com](http://www.umdpolicyjobs.com).

## ON-CAMPUS RECRUITING

Attend employer information sessions and on-campus interviews for internships and full-time positions. This is a convenient way for employers to meet students and for students to learn about a variety of positions. Presentations and on-campus interview schedules are announced via email and on flyers throughout Van Munching Hall.

## PI ALPHA ALPHA (PAA)

This national honors society recognizes and promotes excellence in the study and practice of public affairs and administration. School of Public Policy recipients of PAA membership receive recognition at Spring Commencement and are invited to participate in chapter leadership and activities.



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The Office of Career Services at the Maryland School of Public Policy is dedicated to helping students and alumni with all aspects of their career development. We also assist employers by promoting internships and job opportunities to students and alumni, arranging on-campus recruiting visits and publishing information on graduating students.

C. Bryan Kempton, associate director for Career Services and Alumni Relations, is available to meet individually with Maryland School of Public Policy students and alumni to develop career goals, resumes and cover letters, networking ideas, job/internship search strategies, interviewing skills and more.

### **CAREER COUNSELING APPOINTMENTS**

Individual appointments are designed to assist students and alumni with career goal clarifications, resume and cover letter reviews, networking ideas, job search strategies, effective interviewing techniques and salary negotiations. Current students or alumni should contact Bryan at [bkempton@umd.edu](mailto:bkempton@umd.edu) to schedule an appointment.

### **PROFESSIONAL DEVELOPMENT CAREER SERIES**

Twice during the academic year, the Professional Development Career

Series is offered to help Maryland School of Public Policy students gain a competitive edge when searching for jobs and internships. Topics include resume and cover letter writing, interviewing, job searching, networking and salary negotiation. Dates, times and locations for these programs are advertised via email and on flyers throughout Van Munching Hall.



### **PUBLIC POLICY CAREER PANELS**

Policy professionals and Maryland School of Public Policy alumni often visit campus to participate in panels and share helpful information about their professional experiences, career progressions and current trends in the public policy arena. Typically, panelists also provide guidance on preparing for internship and job searches and gaining important experiences while at the Maryland School of Public Policy. Dates, times and locations for these programs are advertised via email and on flyers throughout Van Munching Hall.

### **WILLIAM DONALD SCHAEFER INTERNSHIP PROGRAM**

This unique program provides financial support for unpaid internships. Internships eligible for consideration offer students experienced-based learning in non-profit, community and governmental organizations. Students spend up to one semester working part-time, or one summer working full-time, on projects that allow them to apply the analytical skills they gain in class to real world situations. Further information is available at [www.publicpolicy.umd.edu/current/career/Schaeferintro.html](http://www.publicpolicy.umd.edu/current/career/Schaeferintro.html).

### **PRESIDENTIAL MANAGEMENT FELLOWS (PMF)**

The PMF Program is designed to attract outstanding students to the federal workforce. Through an extremely competitive process, finalists receive an initial two-year appointment and eligibility for conversion to a permanent government position and further promotional opportunities. Many Maryland School of Public Policy students receive PMF appointments each year. Our Office of Career Services helps students in the PMF selection process by offering access to preparation workshops and the School's PMF Alumni Network.

### **MARYLAND MENTOR PROGRAM**

This exciting program supplements the formal curriculum by matching community and national leaders with second-year students that share similar interests. Mentors provide sound advice that can add immeasurably to students' opportunities for finding employment. Maryland Mentors include presidents and directors of private and non-profit organizations and high-level government officials. Further information, including a list of current mentors, is available at [www.publicpolicy.umd.edu/current/career/Mentor.htm](http://www.publicpolicy.umd.edu/current/career/Mentor.htm).

### **CAREER NETWORKING NIGHT**

Career Networking Night offers students the opportunity to interact with Maryland School of Public Policy alumni and employers from the non-profit, private and public sectors to discuss full-time and internship positions and receive job searching leads and advice. This exciting event is held annually each spring semester in downtown Washington, DC.

### **CAREER LIBRARY RESOURCES**

Students and alumni have access to the Office of Career Services' sizable collection of resources containing current internship and job openings as well as career-related job search guides. Extensive employer literature files are also available along with career-related handouts.