



INTERESTED IN RECEIVING GOV'T/PUBLIC POLICY Blitzes?

To receive targeted blitzes 4X per term with information on entry-level jobs, internships, fellowships, funding, workshops/programs, useful links, job descriptions, and employers:

Update your *MonsterTRAK* user profile on the Career Services web site by:

- 1.) Going to the 'Career Services Registration/Notes' section off the *MonsterTRAK* homepage.
- 2.) Then go to the 'Educations & Interests Information' section.
- 3.) Under 'Career Center Services Desired' make the appropriate selection

All categories include:

- > Arts
- > Careers for the Common Good
- > Communications
- > Education
- > Environment
- > Government/Public Policy
- > International
- > Science
- > Sports

Haven't registered on *MonsterTRAK* yet? Go to <http://www.dartmouth.edu/~csrc/> and click on the 'Register' link off of our homepage to create an account!

Sample Entry-Level Job Titles: Class of 2005

- * Policy Analyst, Alliance for Academic Internal Medicine
- * Clinical Research Associate, Health Policy Association
- * Research Assistant, Institute of Policy & Strategy for Agriculture & Rural Development
- * Policy Analyst of Public Health Preparedness, Association of State and Territorial Health Officials
- * Knowledge Management Analyst, The Healthcare Management Council
- * Receptionist/Intern Coord. and Program Support, Common Cause
- * Research Asst., Council of Economic Advisers

[Source: Handout in Career Services: "Entry-Level Jobs & Educational Pursuits"]

Sample Experienced Jobs/Employers:

- * Health Policy Analyst, National Governors Asso. ('01)
- * Policy Analyst, Carnegie Mellon University ('00)
- * Policy Analyst, Americans for Nonsmokers' Rights ('61)
- * Policy Consultant, California Senate ('61)
- * Managing Director, Public Policy Practice, LECG Consulting ('64)
- * Education Policy Analyst, Center of International Research ('63)
- * Director, Policy Planning & Development, AstraZeneca Pharmaceuticals ('81)
- * Senior Health Policy Researcher, Research Triangle Institute ('84)
- * Senior Policy Advisor, The Nature Conservancy ('85)
- * Senior Policy Advisor, Office of Senator John Kerry ('90)
- * Tax Policy Specialist, Washington State Dept. of Revenue ('96)

[Source: **Alumni Advisory Network** Database in Career Services]
Key word: 'Policy' under Title
(28 names found)

The **Alumni Advisory Network** is a searchable database in Career Services of over 13,000 alums who are willing to provide undergrads with career advice. To access the student section of the on-line version, go to <http://alumni.dartmouth.edu/services/voxtool.html>

Sample Websites for Students Interested in Public Policy:

Policy Jobs (www.policyjobs.net) - advertises research, policy making, and academic jobs in many fields including: foreign policy, economics, social policy, family policy, legal affairs and fiscal policy.

PublicServiceCareers.Org (<http://www.jobtarget.com>) -comprehensive website sponsored by the Association for Public Policy Analysis and Management

National Association of Schools of Public Affairs and Administration (<http://www.naspaa.org/students/faq/faq.asp>) - answers frequently asked questions:

- * What Is An MPA degree? What Is An MPP degree?
- * What types of jobs do MPA/MPP graduates have?
- * What are the financial advantages of a graduate degree?

Careers in Government (www.careersingovernment.com) - clearinghouse of information, resources and jobs available in public sector organizations in America and abroad

Career Services Website (www.dartmouth.edu/~csrc/students/careers/pub.html) - for many more helpful career links, visit Career Information: Public Policy section of the Career Services web site



So You Want To Work in Public Policy...



Jennifer Kates '88

Compliments of:

Career Services
63 South Main St, Suite 200
Hanover, NH 03755
(603) 646-2215
(603) 646-1360 fax
www.dartmouth.edu/~csrc/

A Sampling of Public Policy Books/Publications available in Career Services

Insider's Guide to Finding a Job in Washington: Contacts and Strategies to Build Your Career in Public Policy*: Information on policy positions in the federal government, associations, think tanks, labor unions and the media. Tips on how to locate internships and landing your first job.

Opportunities in Public Affairs: A comprehensive source of public affairs jobs and internship vacancies published biweekly. Includes 300+ current jobs and internships in public relations, government affairs, legislation, print & broadcast journalism on Capitol Hill, in non-profits, corporations, and Federal Agencies in the Washington, DC area.

Post-Graduate Public Policy Internship notebook: Lists fellowship programs and internships available for new grads. Opportunities range in length from three months to two years.

Politics, Government and Activism*: Provides detailed job descriptions, career ladders, salary information, etc. Appendices include sections on employment websites; graduate school programs in Public Affairs, Public Administration and Public Policy; listings of advocacy groups, professional associations and much, much more.

Washington Job Source: A great overall Washington, DC review! This book lists information on careers in education, government, healthcare, public interest, non-profit, law & lobbying, and more. Also includes Federal agencies, Capitol Hill Congressional Offices, professional advice on DC job search strategies, internship information, job hotlines, maps and more!

100 Jobs in Social Change*: Explores skills, experiences, and jobs to introduce you to the various opportunities available in the area of social change. Provides information on corporate and nonprofit careers including job descriptions, typical salary levels, and necessary qualifications and characteristics employees should possess in this line of work.

* These books are available for two night loan at the Front Desk in Career Services.

So You Want To Work in Public Policy: Useful Tips and Resources

How do you begin to find policy-related positions in the federal government? Try this approach:

- * Click onto <http://www.usajobs.opm.gov> (USA Jobs)
- * Click onto "Search Jobs" and then put 'Policy' under Key Word Search

Note: Search Related Job Titles which include the following:

Policy Analyst, Senior Policy Analyst, Legislative Assistant, Regulatory Analyst, Legislative Analyst, Intelligence Analyst, Program Analyst, Program Officer, Program Management Specialist, Program Assistant

Although many of the positions listed below may be high level, you can search <http://www.studentjobs.gov> for Federal internships or entry-level opportunities that may be available in many of these same agencies. Among the policy-related job titles which turned up in one recent search are the following:

- * IT Specialist (Policy & Planning), National Institutes of Health (NIH)
- * Health Science Policy Analyst, NIH
- * Policy Analyst, Dept. of Homeland Security (DHS)
- * HR Policy Analyst, Office of the Director of National Intelligence
- * Policy Analyst (Trade), Executive Office of the President
- * Export Policy Analyst, Bureau of Industry & Security, Commerce Dept.
- * Interagency Policy Specialist, Defense Threat Reduction Agency
- * Public Diplomacy Outreach Officer, Dept. of State
- * Operations Research Analyst, Army Test & Evaluation Command

Alumni Stories: Jennifer Kates '88



Coming from New York City where "difference was expected and promoted," Kates encountered a far greater challenge adjusting to life in Hanover than she expected and bargained for. The fact that Dartmouth, at the time, was not so "diverse and open, at least on the surface," helped Kates to "become a stronger person."

Graduating in 1988 with a Government and Women's Studies degree, Kates immediately continued on to the University of Massachusetts to study Political Science. While a Ph.D. candidate, Kates found the academic vantage point too removed from currently relevant issues. Opting to "make change in a concrete way," Kates left the program with a Masters and set to finding employment within the public policy sphere.

Most of the developments in Kates' life relied on good timing and, as her graduation from Dartmouth coincided with a "key moment in the history of the AIDS epidemic," so her interests became increasingly more focused on HIV issues. Her campus activism and community politics also began shifting her concentration to the then-emerging HIV crisis.

Kates spent the next few years trying to find that "perfect marriage between [her] passion for making positive change with the way [she] wanted to do it."

Following her "training to be a policy maker" at the Woodrow Wilson school, Kates, now armed with two Masters degrees, still had more learning ahead of her; this time, it would take place outside of the classroom. Her next position as a Consultant in Public Policy Practice at a health care consulting firm provided her with "interesting research experience" but not much satisfaction at the workplace. As a consultant, Kates had to "respond to others' research" and had "no input on how the information would be used."

She moved on from that location to her current employment within the Kaiser Family Foundation, where she has remained for close to six years now. This independently operating foundation resembles a think tank but also interacts with the specific audiences targeted by the company's research, Kates explains. "The Foundation creates, designs and runs its own policy research programs to provide current relevant policy information to policy makers, the public and the media," Kates explains. The company focuses its research on three main areas: health policy, media and public education, and health and development in South Africa.

As HIV Policy Director, Kates concentrates her work on domestic and global issues relating to HIV. Kates runs a policy shop, analyzes HIV issues, defines the company's agenda, conducts sponsored policy research and manages the company's policy initiatives, in addition to many other duties. Medicaid, which provides coverage to over one half of all HIV and AIDS patients, is an important focus of Kates' work.

Kates strongly asserts that one "can find a career that supports what you're passionate in." Kates' case serves as just one such example.

Kates urges current students to take classes that perhaps they may not have considered and open themselves up to challenges and new experiences: sometimes taking risks produces pleasantly unanticipated results.

Kates recalls meeting students on campus with whom she initially did not share the same views. Getting to know these classmates better, Kates remembers discovering more of what they had in common.

Kates' most critical advice for students is: Do *not* go to graduate school right after college! In other words, do not do as she did. She emphasizes going to work straight out of school, even if graduates know they want to continue their studies further. She was better able to "appreciate and be responsive" to her education at the Woodrow Wilson school after her work experiences. She cites interspersing work between academic studies as truly essential to one's success.

Looking back on her time since graduation, Kates reflects on the "natural progression" her career path seemed to take. In reality, however, the combination of persistence, timing and the availability of opportunities resulted in her being where she is today: truly being happy performing public service by "affecting change at the policy level."

Kates' found her dream job and she asserts that with the right introspection and ambition, you can find your niche in the world as well.

To read the rest of Kates's story, visit <http://www.dartmouth.edu/~csrc/students/careers/stories/kates.html>