Behind the scenes of every country, city, town and urban area are professionals who plan, develop and manage the programs and policy initiatives that drive change. At the local, state and federal level, public administrators have a hand in the process.

The Political Science Department at Saint Joseph's offers a major in Public Administration for students interested in serving their communities professionally. By combining courses in public policy, political science and management, students receive an interdisciplinary, value-based framework for careers in public service, government, nonprofit management, prison systems, regulatory agencies and as elected public officials. The broad-based curriculum, taught by a distinguished faculty, provides students the analysis and critical thinking skills necessary for success.

All majors are expected to complete a 3-credit internship; alternatively, the semester-long Washington Internship Program is available. Through the Philadelphia Area Internship Program, majors gain hands-on experience working in a public sector, private sector or non-government organization in the Philadelphia area. Past interns have been placed in the Philadelphia, Delaware County and Montgomery County District Attorney's Offices, at private law firms, area congressional offices, the U.S. Bureau of State Employment, National Public Radio/WHYY, and the Foreign Policy Research Institute.

**LEARN MORE ABOUT THE PUBLIC ADMINISTRATION MAJOR:**

- Visit the Public Administration Major’s Website: [http://www.sju.edu/int/academics/cas/politicalscience/index.html](http://www.sju.edu/int/academics/cas/politicalscience/index.html)
- Visit the College of Arts and Sciences Advising Support Center, located in Barbelin 122
- Contact the Public Administration Department to schedule a meeting with a faculty member by calling (610) 660-1453
- Speak with current students in the major
- Schedule an appointment with the Career Development Center at 610-660-3100

**WHAT CAN I DO WITH A MAJOR IN PUBLIC ADMINISTRATION?**

Whatever you put your mind to! You can learn much more at [www.onetonline.org](http://www.onetonline.org). Following are descriptions of just a few of the careers you might pursue:

**City and Regional Planner:** Compiles data from various sources, such as maps, reports, and field and file investigations, for use by city planner in making planning studies.

**Criminal Investigator and Special Agent:** Investigates alleged or suspected criminal violations of Federal, state, or local laws to determine if evidence is sufficient to recommend prosecution.

**Emergency Management Directors:** Plans and directs disaster response or crisis management activities, provide disaster preparedness training, and prepares emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes),
wartime, or technological (e.g., nuclear power plant emergencies or hazardous materials spills) disasters or hostage situations.

Public Affairs/Public Relations Specialist: Engages in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.

**HOW CAN I ENGAGE MY INTEREST IN PUBLIC ADMINISTRATION OUTSIDE THE CLASSROOM?**

There are so many opportunities to get involved at Saint Joseph’s University and beyond – and to develop experience in your major while doing so! Here are just a few:

- University Student Senate
- American Society for Public Administration
- National Academy of Public Administration
- Philadelphia or Washington Internship

Here is a sampling of positions our graduates have accepted:

- Business Development Manager
- Lawyer
- Project Analyst
- Continuity Planner
- Proposals Coordinator
- Special Events Specialist
- Financial Advisor

Organizations that have hired our graduates include:

- FEMA
- ICF International
- Hill International
- Prosperoware
- Bybel Rutledge

Some of the graduate schools in which our new graduates have continued their education, in programs including Social Sciences, Medicine/Healthcare, Education, and more:

- Temple University
- Penn State
- Saint Joseph’s University
- Widener

**FURTHER ASSISTANCE WITH YOUR MAJOR AND CAREER OPTIONS**

The Career Development Center can help you with the process of choosing a major and exploring your career options. For assistance, please call 610-660-3100 to schedule an appointment to meet with a Career Counselor.

**GETTING THE JOB – SAMPLE PUBLIC ADMINISTRATION MAJOR RESUME**
CARLEY CAMPION
10 BEST AVENUE BALA CYNWYD, PA 19004
(987) 654-3210 CCampion@sju.edu

EDUCATION
Bachelor of Arts: Major in Public Administration, Minor in Business Administration, 2014
Saint Joseph’s University
Philadelphia, PA

PROFESSIONAL EXPERIENCE
Media Affairs Intern, May 2013-August 2013
United States Department of Justice
Washington, D.C.
- Worked alongside press officers, made telephone calls from national news media
- Gathered and organized news clips
- Assisted with interviews and press conferences
- Edited and issued news releases on a variety of topics

Legislative Intern, June 2011 – August 2011 and May 2012 – August 2012
Pennsylvania House of Representatives, Pennsylvania State Legislative District 172 Mayfair, PA
- Completed eight week internship program; then hired as a paid intern with increased responsibilities
- Coordinated with state and local agencies to resolve constituents’ inquiries; effectively handled constituent questions, concerns and needs
- Corresponded with an average of 50 constituents weekly on relevant legislative issues via phone and e-mail
- Improved constituent relations and provided general district information through outreach to 25 citizens daily via door-to-door grassroots program
- Performed administrative tasks in Microsoft Office Suite, database entry, document scanning and photocopying
- Honed professional office skills, verbal and written communication skills, and professional office etiquette

ADDITIONAL EXPERIENCE AND ACTIVITIES
Philanthropy Chair, January 2013 – Present
Sigma Pi Fraternity, Saint Joseph’s University
Philadelphia, PA
- Plan 3 charitable events per semester: coordinate with venues, develop marketing campaign to raise awareness of the events among student population, and supervise fraternity members throughout events
- Manage the collection, tallying and delivery of funds to recipient non-profit organizations
- Raised over one thousand dollars through fraternity philanthropy events

Student Member, January 2012-Present
Saint Joseph’s University College Democrats
Philadelphia, PA

Student Alumni Association Member, September 2011-May 2012
Saint Joseph’s University Mentor Program
Philadelphia, PA