“The major in Public Administration examines decision making, leadership, and management in public agencies and non-profit organizations. It introduces students to the field of public administration, including its scope, content, literature and relationship to other disciplines. This is accomplished through a curriculum that focuses on developing core competencies for new and mid-career public administration students.”

Skills, Abilities and Objectives for Public Administration Majors:
- Address the long term needs and interests of communities, organizations, and their stakeholders
- Understand process and content dimensions of problem analysis and resolution methods and technology
- Communicate effectively, verbally and in writing
- Exhibit competence in addressing ethical dimensions of public service leadership and management
- Understand variations in the principles, cultures, and practices of organizations and communities around the world
- Exhibit competence in ethical, effective, and culturally competent leadership and management
- Deal with dynamics, as well as complex, and ambiguous community problems and issues
- Collaborate with others through teams, alliances, and networks to achieve results

Transferring Skills to Careers:
The skills above prepare Public Administration majors for a range of professional degrees and career options. The list below does not include all possible professional paths to students who major in Public Administration but gives a sample of careers graduates have chosen to pursue. The managerial and developmental skills developed by Public Administration majors are applicable to positions such as:

- Policy/Program Analyst
- Investigator and Special Agent
- Program Services Manager
- Human Resources Specialist
- Auditor
- Inspector General
- Lawyer/Judge/Legal Assistant
- Assistant Operations Specialist
- Legislator
- Researcher

Education/Health Care Administrator

Strategies for Professional Development:
- Look for internship/volunteer experiences in public and non-profit organizations.
- Develop and emphasize your transferable skills such as:
  - Communication
  - Leadership/Teamwork
  - Organizational Assessment
  - Human Development
- Conduct informational interviews with professionals in public administration roles.
- Get involved in student organizations such as PI ALPHA ALPA: the National Honor Society for Public Affairs and Administration.
- Create a LinkedIn account to connect with individuals and organizations in your field of interest.
- Consider pursuing a master’s degree in a related career field.

Professional Associations/Organizations:
A professional association is an organization formed to promote and support the development, growth and work efforts of individuals in a particular career field. Membership benefits include networking, continuing education, mentoring programs, meetings/conferences and exclusive access to information regarding career opportunities.

There is often a fee for joining professional organizations; however, most associations offer discounts to students, including graduate school students, recent graduates, and young professionals. All or a portion of associations’ fees are tax deductible. To learn more about professional associations, see the National Trade and Professional Associations Directory, the American Society of Association Executives or the Encyclopedia of Associations: Volume I-National Organizations of the U.S. The latter publication is available in the Reference section of John Jay College’s Lloyd Sealy Library.

- American Society for Public Administration (ASPA)
  http://www.aspanet.org/public

- Association of Inspectors General (Housed at John Jay College of Criminal Justice)
  http://inspectorsgeneral.org

- New York Chapter of the Association of Certified Fraud Examiners
  http://www.nycfe.org

- Society for Human Resource Management (SHRM)
  http://www.shrm.org/Pages/default.aspx

Additional Resources:
- Public Service Careers
  http://www.publicservicecareers.org

- USA Jobs
  https://www.usajobs.gov

- New York State
  http://www.ny.gov

- New York State Civil Service Exams:

For more information on this major please visit:
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