

HISTORY

- * WHAT CAN I DO WITH MY HISTORY MAJOR?
- * WHAT CAN I DO TO MAKE MYSELF MORE MARKETABLE?
- * WHERE CAN I FIND CAREER INFORMATION?

• CAREER PLANNING • SUNY POTSDAM • 206 SISSON
Web Site: www.potsdam.edu/offices/career TEL: 315-267-2344

WHAT HISTORY MAJORS DO TODAY:

1. Study past political and social behaviors of countries and regions as a means of understanding and perhaps predicting current or future actions of a country.
2. Consult with political leaders or agencies in order to recommend social and economic actions needed to avoid civil disorders or war.
3. Use computer analysis to determine recurring patterns of events.

EXAMPLES OF FIELDS OF EMPLOYMENT FOR HISTORY MAJORS:

1. Media
2. Government
3. Business
4. Politics
5. Academia
6. Research Organizations

SAMPLE JOB TITLES OF SUNY POTSDAM HISTORY ALUMNI:

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|------------------------------------|------------------------------|
| * Attorney | * Information Specialist |
| * Accountant | * Computer Sales |
| * Community Adult Education Leader | * Research Assistant |
| * Nutrition Supervisor | * Transportation Coordinator |
| * Caseworker | * Religious Worker |
| * Probation Officer | * Marketing Analyst |

SAMPLE JOB DESCRIPTIONS:

1. Historian: collects and organizes information about past events in nations or regions of the world. Acts as a consultant to commercial organizations and agencies needing advice about trends in politics and social change. Some Historians may teach or enter legal fields.
2. Congressional Aide: provides information to the public regarding a congress member's position on proposed laws. Assists voters and lobbyists with obtaining information from government agencies. Prepares reports summarizing public opinion.
3. Curator: manages display collections in museums, zoos, aquariums, botanical gardens and historic sites. Acquires items through purchases, gifts, field explorations or loans. Often restores art works and historic items to their original condition. Plans and prepares exhibits.
4. Probation Officer: investigates circumstances of convicted offenders and their crimes. Provides judges with information/recommendations to help them decide on suitable sentences. Supervises, counsels and assists offenders on probation.



ENHANCING EMPLOYABILITY:

1. Get involved in the career development process early, freshman year.
2. Select minors or elective courses that will demonstrate interest/applicability to your career objectives.
3. Get career related experience: INTERNSHIPS, summer and/or part-time employment, volunteer. Join a career-related association or organization.
4. Develop the following job search and self-marketing skills: resume writing, cover letter writing, create a portfolio and self-marketing brochure, researching employers, interviewing, networking, and employment searching.
5. Skills to develop: writing, conducting research, analyzing data, instructing, monitoring profit cycles, managing information, reading rapidly and extracting relevant data, using statistical methods and computers to analyze the results of research, decision-making, interviewing and selecting and preserving valuable artifacts, records and buildings.

SAMPLE OF INTERNSHIP EXPERIENCES:

*The National Museum of American History

-The program allows a diverse group of people with strengths and goals to encounter an educational environment. Offers incredible opportunities in a variety of fields.

*Franklin and Eleanor Roosevelt Institute

- Assist the FDR library archival staff with processing, references, and museum projects. One intern/year, 4-12 weeks, full-time or part-time (minimum of 12 hours/week), openings June-August.
Assists interns in setting learning objectives.

PREPARING FOR THE JOB SEARCH MARKET

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| * Write an employer targeted resume and cover letter | * Network w/employers at Career/Job Fairs |
| * Learn job search strategies | * Prepare for an interview |
| * Borrow resources from the SUNY Potsdam's Career Planning Library | * Design a portfolio and self-marketing brochure |
| * Develop networking cards | * Visit SUNY Potsdam's Career Planning Web Site at: www.potsdam.edu/offices/career |
| | * Seek advice from faculty |

SOME EMPLOYERS OF SUNY POTSDAM HISTORY ALUMNI:

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|---------------------------------------|----------------------------|
| * Key Services | * NBC |
| * Hill & Knowlton | * U.S. Postal Service |
| * Costello, Cooney & Fearon | * U.S. Sprint |
| * Pepsi Cola | * Dept. of Social Services |
| * Buffalo-Erie Historical Association | * IRS |



WHERE TO GET INFORMATION AND ASSISTANCE:

1. HISTORY DEPARTMENT, SUNY Potsdam, Satterlee Hall 327

- * Talk with Faculty
- * Talk with Students
- * Talk with Alumni

2. CAREER PLANNING OFFICE, SUNY Potsdam, 206 Sisson Hall

- * Individual Career Assistance
- * Workshops/Seminars
- * Employer Literature
- * Career Assessment Programs
- * Career and Job Fairs
- * Networking Assistance
- * Alumni Mentor
- * Job Vacancies
- * Summer Jobs
- * Reference file
- * Career Planning Web Site
- * Career Library
- * A Major Affair
- * Free Handouts Available

WHAT IF I WANT TO GO TO GRADUATE SCHOOL?

RESOURCES AVAILABLE AT THE CAREER PLANNING OFFICE:

- * On-Campus Graduate School Fair
- * Graduate School handout
- * GRE, GMAT, MCAT, LSAT and MAT forms and bulletins
(GRE computerized tests and graduate study books)
- * Graduate books - listings of schools and programs
- * Financial aid information about graduate school
- * Peterson's Graduate Programs (G7F,G,H,I,J,K)
- * Web Site: www.potsdam.edu/offices/career/graduate

RESOURCES FOR FINDING EMPLOYERS:

RESOURCES AVAILABLE AT THE CAREER PLANNING OFFICE (call's):

- * The Career Guide Employment Opportunities Directory (R8GG)
- * Job Hunter's Sourcebook (R26D)
- * Careers for Students of History (C19A)
- * Summer Jobs Worldwide (S2A)
- * Museum Directory (R33A)
- * Federal Jobs for College Graduates (R16A)
- * Career Planning Job Search Internet Links: www.potsdam.edu/offices/jobsearch/index.cfm
- * Additional material found by using Career Planning Library Bibliography

OTHER SOURCES OF INFORMATION:

- * American Historical Association
400 A Street, SE
Washington, DC 20003
(202) 544-2422
www.historians.org
- * American Studies Association
1120 19th Street NW, Suite 301
Washington, DC 20036
(202) 467-4783
www.theasa.net
- * American Association for
State and Local History
1717 Church Street
Nashville, TN 37208
(615) 320-3203
www.aaslh.org
- * American Association of Museums
1575 Eye Street NW, Suite 400
Washington, DC 20005
(202) 289-6578
www.aam-us.org

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