

CRIMINAL JUSTICE STUDIES



- *WHAT CAN I DO WITH MY MAJOR IN CRIMINAL JUSTICE STUDIES?
- *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 CAN I DO WITH A MAJOR IN CRIMINAL JUSTICE STUDIES?

1. Enforce laws and regulations.
2. Research and write reports for the Court at the request of Judges.
3. Supervise those requiring surveillance as a result of Court orders.
4. Develop and implement programs to prevent crime and disorder.
5. Keep order among inmates and enforce the rules of the prison.
6. Assist victims, offenders, their families and members of the community who come in contact with the criminal justice system.

EXAMPLES OF FIELDS OF EMPLOYMENT FOR CRIMINAL JUSTICE STUDIES MAJORS:

- * Law Enforcement
- * Corrections
- * Human Services
- * Law
- * Community Supervision of offenders
- * Investigation
- * Government Administration
- * Community Rehabilitation Programs
- * Military

SAMPLE JOB TITLES OF SUNY POTSDAM'S CRIMINAL JUSTICE STUDIES MAJORS:

- | | |
|-----------------------------|--|
| * Probation Officer | * Private Investigator |
| * Correctional Officer | * Coordinator, Pre-trial Release Program |
| * Social Welfare Examiner | * Customer Specialist |
| * Alcoholism Counselor | * Catholic Charities Program Director |
| * Purchasing Manager | * Youth Development Program Coordinator |
| * Freelance Writer | * Tax Manager |
| * County Client Coordinator | * Assistant District Attorney |
| * Deputy Warden | * Native Institutional Liaison Officer |
| * Police Constable | * Coordinator Victim Services |
| * State Trooper | |

SAMPLE JOB DESCRIPTIONS:

1. **Police Officer**: enforces laws and regulations designed to protect people and property. Assists citizens in distress, directs traffic at an accident scene and administers first aid to the victims. Investigates crimes and accidents as well as keeps records and writes reports. May work for any level of government, with specialization becoming increasingly common.
2. **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.
3. **Benefits Examiner**: helps clients through the red tape surrounding entitlement programs. Interviews clients, assesses their needs, and establishes eligibility for available services.
4. **Paralegal**: researches legal proceedings, drafts legal documents, researches points of law, and investigates the facts of a case. May deal directly with clients and assist the attorney in court.

ENHANCING EMPLOYABILITY:

1. Get involved in the career development process early, freshman year.
2. Select minors/elective courses that will demonstrate interest/applicability to your career objective.
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 and cover letter writing, create a portfolio and self-marketing brochure, researching employers, interviewing, networking, and employment searching.
5. Skills to develop: organization, oral and written communication, trustworthiness, anticipating and preventing trouble, decision-making, dealing effectively with groups and individuals, maintaining order, problem solving, cooperation, effective planning, leadership, assertiveness.

SAMPLE INTERNSHIP EXPERIENCES:

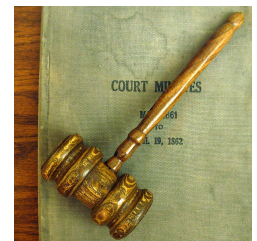
- * National Criminal Justice Association
 - Practice writing articles. Summarizes and analyzes criminal justice research reports.
 - Attends and reports at congressional hearings and meetings.
- * Reachout of St. Lawrence County
 - Learning to speak to individuals in psycho-social distress, bridging them to community counseling agencies
- * Renewal House
 - The domestic violence crisis shelter for survivors of domestic violence in St. Lawrence County
- * Federal Bureau of Investigation
 - The FBI is responsible for tracking down and arresting criminals and enforcing numerous Federal statutes.
 - Interns are placed in various locations based on academic major and bureau need. Responsibilities include doing research for investigators, attending meetings and participating in organized trips.
- * Police Agency
 - Assist police agency to research, develop and implement special projects, e.g., review of community policing standards
- * Albany Police Department
 - Domestic Violence Unit. Attended interviews with investigators and spoke to victims and offenders involved in domestic violence
- * Equinox Community Services, Albany
 - Accompanied domestic violence victims to Family Court

PREPARING FOR THE JOB SEARCH MARKET

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

SOME EMPLOYERS OF SUNY POTSDAM CRIMINAL JUSTICE STUDIES MAJORS:

- * St. Lawrence County
- * Niagara Mohawk Power Corp.
- * Portland Oregon Police
- * Royal Canadian Mounted Police
- * Homeland Security
- * Riverview Correctional Facility
- * Metropolitan Life Insurance Co.
- * Lewis County
- * Jefferson County Victims Assistance Program
- * Catholic Charities
- * Naples City Police
- * Metropolitan Toronto Police
- * New York State Troopers
- * SUNY University Police
- * United Helpers ICF, Inc.
- * Dannible & Mc Kee C.P.A.'S
- * Carolina Youth Development Center



WHERE TO GET INFORMATION AND ASSISTANCE:

1. CRIMINAL JUSTICE STUDIES DEPT., SUNY Potsdam, Satterlee 311

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

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

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

- * Dun's Career Guide Employment Opportunities Directory (R8GG)
- * Summer Jobs Worldwide (S2A)
- * Job Hunter's Sourcebook (R26D)
- * New York State Corrections Facilities (R27A)
- * Federal Law Enforcement Positions (C27B)
- * World Directory of Criminological Institutes (C27F)
- * Law Enforcement Career Guide (C27 I)
- * Career Planning Job Search Internet Links: www.potsdam.edu/offices/jobsearch/index.cfm
- * America's Top Medical, Education and Human Services Jobs (C26C)
- * National Directory of Law Enforcement Administrators, Correctional, Institutions and Related Agencies (R27B)
- * Careers in Law Enforcement and Security (C27E)
- * Law Enforcement Career Guide (NYS) (C27H)
- * Careers in Criminology (C27J)
- * Great Jobs for Criminal Justice Majors (C27L)
- * Guide to Homeland Security Careers (C27N)
- * Career Opportunities in Law Enforcement, Security and Protective Services (C27K)
- * 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 Correctional Association
4380 Forbes Boulevard
Lanham, MD 20706-4322
(800) ACA-JOIN
www.aca.org
- * National Criminal Justice Association
725 7th Street, NW Third Floor
Washington, DC 20001
(202) 628-20001
www.ncja.org
- * American Judicature Society
18 North Michigan Avenue
Suite 600
Chicago, IL 60601
(312) 558-6900
www.ajs.org
- * International Community Corrections Association
8701 Georgia Avenue, Suite 402
Silver Spring, MD 20910
(301) 585-6090
www.icca.org