

EDUCATION

- *WHAT CAN I DO WITH MY MAJOR IN EDUCATION?
- *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 EDUCATION?

1. Provide students with skills and knowledge in a variety of subject areas.
2. Contribute to students' intellectual, social and personal growth and development.
3. Evaluate individual performance.
4. Develop course curriculum/plan instruction.
5. Assist employees in perfecting job and decision-making skills.
6. Keep up to date with educational developments.

EXAMPLES OF FIELDS OF EMPLOYMENT FOR EDUCATION MAJORS:

1. School Systems
2. State Social Service Departments
3. Adult Learning Centers
4. Museums
5. Colleges
6. Government Agencies
7. Youth Organizations
8. Industrial/Business Organizations
9. Textbook Publishing/Sales/Editor
10. ESL

SAMPLE JOB TITLES OF SUNY POTSDAM'S EDUCATION ALUMNI:

- * Event Coordinator
- * Director, Research & Planning
- * Education Supervisor
- * Middle Grades Teacher
- * Principal
- * Elementary Teacher
- * ESL Teacher/Translator
- * Education Consultant
- * Student Teacher Supervisor
- * College Professor
- * Library Assistant
- * Marketing Director
- * Technology Coordinator
- * Reading Specialist
- * Secondary Teacher
- * Early Childhood Teacher (Grades K-12)
- * Elementary School Teacher (Grades 1-6)
- * Counselors

SAMPLE JOB DESCRIPTIONS:

1. Elementary Teacher: introduces young children to formal learning and fosters personal growth. Teaches basic skills of reading, writing, mathematics, science/nature, and social studies. Supervises students' activities and meets with faculty and parents.
2. Middle or Secondary School Teacher: teaches content-specific topics to young adults to prepare them for college or the workplace. Supervises students' activities and works with other teachers and parents.
3. Training Specialist: plans, coordinates, and directs personnel training and staff development programs, so that the employee has the skills needed to meet the organization's goals. Also, selects and develops teaching aids. Assesses and develops course materials.
4. Adult Education Instructor: instructs out-of-school youths and adults in academic and non-academic courses. Prepares outline of instructional programs needed for lectures and discussions. May conduct workshops, demonstrations, or teach basic courses.
5. ESL Teacher: work with non-native English speakers and their families in school and community settings, in the US or abroad.
6. Textbook publisher/sales/editor: write or promote curriculum materials for distribution to educators.

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. Take a business/organizational management course.
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: teaching, organizing, oral and written communication, anticipating and preventing trouble, how to deal effectively with groups and individuals, critical reasoning, classroom management, problem solving, cooperation, effective planning and leadership (managing time, energy and resources).
6. Gain exposure (linguistically, religiously, soci-economically, geographically, e.g.) to diverse cultural groups.

SAMPLE INTERNSHIP EXPERIENCES:

- * Student Teaching Placements
 - All education majors must complete a semester-long, college-supervised student teaching experience in order to be recommended for certification.
 - Placements are made according to students' subject areas, availability of college supervisors, the willingness of public schools to accept student teachers, and the college's commitment to serve public schools equally.
- * Stony Brook Wildlife Sanctuary
 - Assist in teaching of school programs and design and teach curricula for public programs.
- * Living Classrooms Foundation
 - Non-profit educational organization offering applied learning programs on ships and on land. Emphasizes hands-on learning.
 - The intern would assist with education programs, work with small groups of children, and lead activities at hands-on learning stations. Internship may be tailored to student's interests.
- * Americorps
 - A U.S. federal government program. An opportunity to make a big difference in your life and in the lives of those around you. A chance to apply your skills and ideals toward helping others and meeting critical needs in the community.

PREPARING FOR THE JOB SEARCH MARKET

- * Write an employer targeted resume and cover letter
- * Learn job search strategies
- * Borrow resources from SUNY Potsdam's Career Planning Library
- * Develop networking cards
- * Volunteer with Americorps
- * 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
- * Teach Overseas

SOME EMPLOYERS OF SUNY POTSDAM EDUCATION ALUMNI:

- * Children's Hospital of Michigan
- * Heineck Associates
- * Heuvelton Central School
- * Lockheed Co.
- * Mohawk Correctional Facility
- * Virginia Beach Central School
- * SUNY Potsdam
- * Beaver River Central School
- * Carthage Central School
- * Jefferson Community College
- * Montgomery County Fire Academy
- * Cazenovia College
- * New York State Division for Youth
- * Huntington Learning Center
- * Ottawa Schools
- * Massena Central School
- * Watertown Central School
- * Gouverneur Central School

WHERE TO GET INFORMATION AND ASSISTANCE:

1. EDUCATION DEPT., SUNY Potsdam, 117 Satterlee Hall

- * 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, G7G, G7H, G7I, G7J, G7K)
- * Web Site: www.potsdam.edu/offices/career/graduate

RESOURCES FOR FINDING EMPLOYERS & CAREER INFORMATION:

RESOURCES AVAILABLE AT THE CAREER PLANNING OFFICE:

- * Dave's ESL Café: www.eslcafe.com
- * Dun's Career Guide Employment Opportunities Directory (R8GG)
- * Job Hunter's Sourcebook (R26D)
- * The Ultimate Educator's Handbook (R12H)
- * Peterson's Private Secondary Schools (R12I)
- * Directory of Public School Systems in the U.S. (R12A)
- * National Directory of Job and Career Fair for Educators (R12J)
- * Summer Jobs Worldwide (S2A)
- * How To Get The Teaching Position You Want (H3B)
- * Overseas Employment Opportunities For Educators (R12O)
- * Substitute Teaching (C12D)
- * Career Planning Web Site
- * Additional material found by using Career Planning Library Bibliography

OTHER SOURCES OF INFORMATION:

*American Federation of Teachers
555 New Jersey Avenue, NW
Washington, DC 20001
(202) 879-4400
www.aft.org

*Assn. for Supervision & Curriculum Dev.
1703 N. Beauregard Street.
Alexandria, VA 22311
(703) 575-5400
www.ascd.org

*American Society for Training and Dev.
1640 King St.
Alexandria, VA 22314
(703) 683-8100
www.astd.org

*American Counseling Association
5999 Stevenson Ave.
Alexandria, VA 22304
(800) 347-6646
www.counseling.org

