



SPANISH



- *WHAT CAN I DO WITH MY SPANISH 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 CAN I DO WITH A MAJOR IN SPANISH?

1. Teach Spanish language, history and culture. Place emphasis on verbal communication, reading and writing.
2. Conduct relations with foreign governments and international organizations.
3. Purchase goods from foreign manufacturers.
4. Translate documents, books, and other written material from one language into another.

EXAMPLES OF FIELDS OF EMPLOYMENT FOR SPANISH MAJORS:

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| * School Districts | * Business Firms |
| * Government | * Publishers |
| * Colleges and Universities | * Non-Profit Organizations |
| * Airlines | * Embassy |
| * Magazines and Journals | * Non-Governmental Organizations |
| * US Army | |

SAMPLE JOB TITLES OF SUNY POTSDAM SPANISH ALUMNI:

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|--------------------------------|-----------------------------|
| * High School Spanish Teacher | * Intelligence Officer |
| * Bilingual Educator | * College Professor |
| * School Counselor | * Manager of Defense |
| * High School Dean of Students | * Lawyer |
| * Elementary School Teacher | * Community Health Educator |
| * Army Officer | * Director of Programs |
| * Assistant Export Manager | * Library Media Specialist |
| * President of Company | * Cultural Attaché |
| * ESL Teacher/Instructor | |



SAMPLE JOB DESCRIPTIONS:

1. International Trade Specialist: studies domestic and foreign markets to find products to import. Looks for goods that are unavailable in domestic markets or are manufactured more cheaply abroad. Checks U.S. laws and regulations, quotas, tariffs, and obtains export licenses.
2. Foreign Service Officer: conducts negotiations and agreements with foreign countries for the establishment of political, military, or business arrangements. Helps establish business opportunities and arranges cultural programs.
3. Intelligence Specialist: studies and interprets reports and photographs produced by spy agents, satellites, and sensing equipment. Assesses the motivations, movement and strength of potential hostile forces and estimates the probability of conflict.
4. Travel Writer: write articles describing itineraries for visits to exotic, culturally historic or adventurous sites. Evaluates hotels, restaurants, shopping alternatives, travel conditions, experiences, comfort, etc.

ENHANCING EMPLOYABILITY:

1. Study Abroad in Spain or a Latin American country.
2. Get involved in the career development process early, freshman year.
3. Select minors or elective courses that will demonstrate interest/applicability to your career objectives.
4. Get career related experience: INTERNSHIPS, summer and/or part-time employment, volunteer. Join a career-related association or organization.
5. 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.
6. Skills to develop: fluent speaking, reading and writing skills, analyzing, teamwork, interpreting, cultural flexibility and adaptability.

SAMPLE INTERNSHIP EXPERIENCES:

- * Spanish Education Development Center
 - Seeks to improve educational opportunities for immigrants and students with low incomes in the Washington, DC area.
 - Positions include fundraising coordinators and educational advocates. Interns may work as teacher assistants in preschool, after school, and English as a Second Language program.
- * Congressional Hispanic Caucus Institute
 - Provides young Latino men and women the opportunity to learn the functions and operation of the United States political system and serves as a clearinghouse for educational programs and financial aid.
 - Students work in congressional offices. Responsibilities include writing reports, preparing for and attending hearings, and conducting legislative analyses, and participation in weekly lectures and seminars on the important issues to the Latino 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
- * 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 SPANISH ALUMNI:

- * Shenendehowa CSD
- * U.S. Department of Defense
- * U.S. Air Force
- * U.S. Department of Justice
- * Los Angeles Unified School District
- * NYC Department of Education
- * Ogdensburg Free Academy
- * Fairport High School
- * United States Supply Company, Inc.
- * SNBIG & Associates
- * Planned Parenthood
- * City College of San Francisco
- * International Language Institute of MA
- * Fannie Hamer Freedom High School
- * Massena High School
- * Carthage Central School



WHERE TO GET INFORMATION AND ASSISTANCE:

1. SPANISH DEPT., SUNY Potsdam, 217 Carson 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
- * Talk to your advisor in Modern Languages early in your sophomore year. Keep a high GPA.

RESOURCES FOR FINDING EMPLOYERS & CAREER INFORMATION:

RESOURCES AVAILABLE AT THE CAREER PLANNING OFFICE:

- * Career Guide Opportunity Directory (R8GG)
- * The Big Guide to Living and Working Overseas (R25M)
- * Great Jobs for Foreign Language Majors (C25I)
- * Dun's Regional Directories (R8I, R8J, R8K)
- * Job Hunter's Sourcebook (R26D)
- * Summer Jobs Worldwide (S2A)
- * Directory of American Firms Operating in Foreign Countries (R25B, R25C, R25D)
- * Career Opportunities for Bilinguals and Multilinguals (R25H)
- * International Jobs (C25B)
- * Foreign Language and Careers (C25E)
- * Career Planning Web Site
- * Additional material found by using Career Planning Library Bibliography

OTHER SOURCES OF INFORMATION:

- * National Association of Bilingual Educators
1201 16th St. NW, Room 408
Washington, DC 20036
(202) 898-1829
www.nabe.org
- * American Translators Association
109 Croton Ave.
Ossining, NY 10562
(914) 941-1500
www.atanet.org
- * Society of American Travel Writers
1155 Connecticut Avenue, Suite 500
Washington, DC 20036
(919) 787-5181
www.satw.org
- * The American Association of Teachers of Spanish and Portuguese
900 Ladd Road
Walled Lake, MI 48390
(248) 960-2180
www.aatsp.org