**INTERNATIONAL STUDIES**

*WHAT CAN I DO WITH MY MINOR IN INTERNATIONAL STUDIES?*
*WHAT CAN I DO TO MAKE MYSELF MORE MARKETABLE?*
*WHERE DO I FIND CAREER INFORMATION?*

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

**WHAT CAN I DO WITH A MAJOR IN INTERNATIONAL STUDIES?**
1. Conduct relations with foreign governments and international organizations.
2. Attempt to resolve conflicts between opposing groups of people or countries.
3. Translate one language into another.
4. Plan and escort groups of tourists and business groups on sightseeing trips.
5. Counsel foreign students who are attending colleges and universities in areas of personal or social adjustment.
6. Work for American companies operating in foreign countries.

**EXAMPLES OF FIELDS OF EMPLOYMENT FOR INTERNATIONAL STUDIES MINORS:**
1. Business, Industry and Commerce
2. Government and International organizations
3. Education
4. Physical and Social Sciences
5. Law
6. Media
7. Travel and Tourism
8. Interpreting and Translating
9. Banking
10. Consulting
11. Non-profit

**SAMPLE JOB TITLES OF SUNY POTSDAM ALUMNI:**
* Assistant Export Manager
* Director of Programs
* International Sales Administrator
* International Editor
* Translator

* Attorney
* English as a Second Language Instructor
* Director of Language State of Delaware
* 1st Attached to Administration Officer
SAMPLE JOB DESCRIPTIONS:
1. **Translator/Interpreter**: Translates documents, books, and other written material from one language into another. Specializes in one specific area such as news, legal documents, literature or scientific reports.
2. **Foreign Exchange Trader**: Manages the amount of money a bank keeps on deposit in foreign banks to assure the bank can draw upon foreign currency as business needs demand.
3. **International Peacekeeping Negotiator**: Attempts to resolve conflicts between opposing groups of people or countries. Meets with leaders representing opposing sides and suggests compromises in territory borders, human rights, military, economic and political issues.
4. **Foreign Service Officer**: Conducts relations with foreign governments and international organizations. Pursues U.S. foreign policy objectives. Protects and assists U.S. citizens abroad. Serves at diplomatic/consular posts abroad, agencies in Washington, D.C., or bureaus elsewhere in the U.S.

ENHANCING EMPLOYABILITY:
1. Get involved in the career development process early, freshman year.
2. Select minors/elective courses that will demonstrate interest/applicability to 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 and cover letter writing, portfolio development, researching employers, interviewing, networking, and employment searching.
5. Skills to Develop: Multi-lingual, applying knowledge of international relations, history, economics and foreign policy, computer and communication.

SAMPLE INTERNSHIP EXPERIENCES:
* **Canadian Embassy**
  - Represents the Canadian government to U.S. government and protects, advances, and defends Canadian interests in the U.S.
  - Interns will assist program officers in research, reports, and public speaking.
* **Guatemala Partners**
  - Supports community development work in Guatemala and provides education to promote awareness in the United States.
  - Interns research and writing in support of education and fund raising literature.

STRATEGIES FOR CONTACTING EMPLOYERS:
* write an employer targeted resume and cover letter
* prepare for the interview
* learn job search strategies
* design a portfolio
* network
* develop networking cards
* use SUNY College at Potsdam’s Career Planning reference books
* use SUNY College at Potsdam’s Career Planning webpage
SOME EMPLOYERS OF SUNY POTSDAM ALUMNI:
* Time Warner Communications
* Springfield College
* US Department of Defense
* International Language Inst. of MA Inc.
* TV Data Technologies
* Tristar Gas Company

* Watkins Glen Central School
* United States Supply Co. Inc.
* US Department of Justice
* International Language Foundation
* Watermark Software
* Canadian Consulate General

WHERE TO GET INFORMATION AND ASSISTANCE:
1. INTERNATIONAL ED. DEPT., SUNY Potsdam, 215 Carson Hall
   * talk with faculty

2. CAREER PLANNING CENTER, SUNY Potsdam, 106 Sisson Hall
   * individual career assistance
   * workshops/seminars
   * employer literature
   * SUNYCDQ Job Fair
   * computerized assessment programs/
     career testing
   * networking assistance
   * free handouts available

   * job vacancies
   * summer jobs
   * reference file
   * career fairs
   * Career Planning webpage
   * career library
   * alumni contacts
   * Employment Connections

WHAT IF I WANT TO GO TO GRADUATE SCHOOL?
RESOURCES AVAILABLE AT CAREER PLANNING:
* graduate school handout
* GRE, GMAT, MCAT, LSAT and MAT forms and bulletins
  (GRE computerized tests and graduate study books)
* graduate books-schools and programs
* financial aid information about graduate school
* Peterson’s Graduate Programs  (G7F,G,H,I,J,K)

RESOURCES FOR FINDING EMPLOYERS:
RESOURCES AVAILABLE AT CAREER PLANNING CENTER:
* The Career Guide Employment Opportunities Directory  (R8GG)
* International Jobs  (C25B)
* Job Hunter’s Sourcebook  (R26D)
* International Careers  (C25D)
* Careers in International Affairs  (C25E)
* The New Careers Directory  (I2G)
* Summer Jobs for Students  (S2A)
* Foreign Languages and Your Career  (C25A)
* Looking for Employment in Foreign Countries  (C25C)
* Directory of Foreign Firms Operating in the United States  (R25E)
* Directory of American Firms Operating in Foreign Countries  (R25B, R25C, R25D)
* Jobs Worldwide  (R25G)
* Career Opportunities for Bilingual and Multilingual  (R25H)
* Career Planning Internet Homepage
* Additional material found by using Career Planning Library Bibliography
OTHER SOURCES OF INFORMATION:

* U.S. Department of State
  Recruitment Division
  Box 9317
  Arlington, VA 22219
  (703)-875-7490

* American Council on the Teaching of
  Foreign Language
  6 Executive Plaza
  Yonkers, NY 10701-6801
  http://www.INFL.NET/~ACTFL

* Int’l Assn. of Business Communicators
  1 Hallidie Plaza, Suite 600
  San Francisco, CA 94102
  (415)-433-3400

* Foundation for Int’l Human Relations
  P.O. Box 18206
  Washington, DC 20036
  (202)-659-5552

Compiled by Danielle Major, Career Planning Work Study, SUNY Potsdam.
Edited by Karen Ham, Director, Career Planning, SUNY Potsdam.