Career-Related Services

Career Counseling
Graduate School Planning
Career Resource Library
Career Assessments
Internship Planning
Credentials Services

Hours

Monday - Friday
8 am - 5 pm
Foreign language, Cultural Studies, Linguistics
Career Options for Foreign Languages, Cultural Studies, and Linguistics Majors

This booklet contains specific information about majoring in foreign languages, cultural studies, and linguistics at The University of Texas at Austin, as well as career opportunities related to these majors. The careers listed typically require a bachelor’s degree, and special certification or training requirements are noted. Please use this booklet as an idea generator, rather than as a comprehensive list of all career options for foreign languages, cultural studies, and linguistics majors. The career descriptions were obtained from the Center for Strategic Advising & Career Counseling (CSA&CC) library resources and career websites (see listing of sources on last page).

The first section, “Direct Career Opportunities,” includes careers that use the language skills and global perspective acquired by foreign language, cultural studies, and linguistic majors. The second section, “More Career Opportunities,” lists careers that are potentially available to all liberal arts majors who have related experience or coursework.

For foreign languages, cultural studies, and linguistics majors, there are many career options that require a master’s or doctoral degree but do not require any particular undergraduate degree. Examples of these include law, international affairs, museum administration, library and information studies, hospital administration, and many more. For careers requiring graduate education, please visit our library or speak to a career counselor.

The CSA&CC offers many other services and resources to help you with your career planning. These include:

- Career Counseling
- Career Assessment
- Career Information Library
- Internship Information
- Graduate School Planning Assistance

For more information, visit utexas.edu/ugs/csacc or call (512) 232-8400.
MAJORING IN FOREIGN LANGUAGES, CULTURAL STUDIES, AND LINGUISTICS AT THE UNIVERSITY OF TEXAS AT AUSTIN

The Foreign Language programs at The University of Texas at Austin are designed to teach students speaking, comprehension, reading and writing of a language other than their native language.

The Cultural Studies programs at The University of Texas at Austin are designed to educate students on various aspects (history, religion, art, literature, politics, economic and ecological issues) of specific cultures and how they shape the dynamics of human civilization.

The Linguistics department at The University of Texas at Austin provides a vision of linguistics as a varied field that embraces many aspects of language with its recent expansion of offerings in computational linguistics; the documentation and description of the indigenous languages of Latin America; and signed languages including American Sign Language.

DEPARTMENTAL INFORMATION

African & African Diaspora Studies
www.utexas.edu/cola/depts/aads
Campus Location: JES A232A
Phone Number: 471-1784

American Studies
www.utexas.edu/cola/depts/ams
Campus Location: BUR 437
Phone Number: 471-7277

Asian Studies
www.utexas.edu/cola/depts/asianstudies
Campus Location: WCH 4.134
Phone Number: 471-5811
Asian American Studies:
www.utexas.edu/cola/centers/aas
Campus Location: GRG 220
Phone Number: 232-6427

European Studies
www.utexas.edu/cola/centers/european_studies
Campus Location: MEZ 3.126
Phone Number: 232-3470

French and Italian
www.utexas.edu/cola/depts/frenchitalian
Campus Location: HRH 2.114A
Phone Number: 471-5531

Germanic Studies
www.utexas.edu/cola/depts/germanic
Campus Location: BUR 336
Phone Number: 471-4123

Latin American Studies
www.utexas.edu/cola/insts/llilas/
Campus Location: SRH 1.310
Phone Number: 471-5551

Linguistics
www.utexas.edu/cola/depts/linguistics
Campus Location: CAL 501
Phone Number: 471-1701

Center for Mexican American Studies
www.utexas.edu/depts/cmas
Campus Location: WMB 5.102
Phone Number: 471-4557

Middle Eastern Studies
www.utexas.edu/cola/depts/mes
Campus Location: WMB 6.102
Phone Number: 471-3881
Center for Russian, East European, and Eurasian Studies
www.utexas.edu/cola/centers/creees
Campus Location: GRG 106
Phone Number: 471-7782

Slavic and Eurasian Studies
www.utexas.edu/cola/depts/slavic
Campus Location: CAL 415
Phone Number: 471-3607

Spanish and Portuguese
www.utexas.edu/cola/depts/spanish
Campus Location: BEN 2.116
Phone Number: 471-4936

Skills Gained by Foreign Language, Cultural Studies, and Linguistics Majors
Foreign Language Proficiency
Understanding Cultural Diversity
Writing
Communication
Evaluating Information Globally
Analytical Skills

**Direct Job Opportunities**

This sampling includes careers that use the language skills and global perspective typically acquired by foreign languages, cultural studies, and linguistics majors.

**Categorization Analyst**
Use editorial and statistical techniques to properly classify content. Responsible for client-focused projects across categorization system to enhance client category results. Continually develop hierarchical taxonomy and entity extraction systems.

**Corporate Travel Manager**
Oversee all travel arrangements for corporate employees. Negotiate rates and maintain travel budgets.
Cultural Advisor
Provide foreign language instruction and cultural awareness to employees in international business. May conduct market research for companies wishing to expand their markets overseas or assist in foreign career placement. Often work on a freelance basis and specialize in an area such as technology, management, banking, law, media, or education.

Cultural Tour Guide
Plan and organize themed trips that encompass sites and experiences related to a particular region or culture. Educate travelers, handle special needs, and coordinate transportation. Work for tour company or on freelance basis.

ESL/ESOL Teacher
Provide rigorous and appropriate instruction to international students that supports the acceleration of English and appropriate academic content. Also, serve as a liaison between the student, his/her family and the school, by providing cross-cultural information to all parties that foster positive relationships.

Export Manager
Coordinate foreign sales activities, negotiate legal contracts, and direct transportation details such as licensing agreements, customs declarations, and shipping. Work for government agencies, international companies, shipping firms, retailers, and manufacturers.

FBI Linguist
Perform document and audio translations, assist with interviews, interrogations, and polygraph exams. Write summary translations and administer speaking proficiency tests. Conduct investigative work and monitor court-authorized wire taps.

Foreign Language Teacher
Teach language in public school (requires certification), private school, professional language institute, U.S. school abroad, corporation, government agency, or cultural exchange program.
Foreign Rights Manager

Foreign Service Officer
Analyze and report on political and economic developments, including agricultural trends, humanitarian and social conditions. Identify export markets, negotiate international agreements, and interpret US policies and interests for foreign governments, opinion leaders and publics. Issue visas to foreign nationals, provide development assistance, and arrange cultural exchanges.

Import/Export Agent
Coordinate settlements between domestic and foreign sellers and buyers. Oversee delivery of goods, supervise shipping and receiving, and act as trade representative. Oversee assessment of import and export taxes and handle any customs concerns.

Interpreter
Translate spoken messages from one language into one or more other languages. Some specialties include: conference interpreter (especially in the fields of international business and diplomacy), escort interpreter (accompany either U.S. visitors abroad or foreign visitors to the U.S. on business trips), judiciary interpreter (translate for non-English-speaking people in attorney-client meetings, preliminary hearings, depositions, trials, and arraignments), and medical interpreter (help patients communicate with doctors, nurses, and other medical staff, which requires knowledge of medical terminology in both languages).

Junior Linguist
Under the direction of manager or senior position, maintain foreign language to English machine translation model, develop and improve linguistic analysis and lexicon.

Lexicographer
Write, compile and edit dictionaries. Encode foreign language according to specific conventions, compile data for determining correct function and/or meaning of terms, analyze and correct dictionary errors, participate in research.
Linguist
Work with language in a variety of ways. May develop and promote artificial languages. In private companies may create new computer languages that resemble human languages, make computers respond to human speech, or use computers to translate languages to analyze documents to check the validity of their stated origin.

Linguistic Content Analyst
Analyze content for linguistic patterns, provide linguistic expertise to refine classification modules, administer and manage linguistic databases.

NCS Language Officer (CIA)
Provide translation, interpretation, language-related support, and in-depth cultural insight for the National Clandestine Service operations division (frontline source of information on international developments from terrorism and weapons of mass destruction to military and political issues).

Open Source Officer (CIA)
Review and assess foreign open media sources, including Internet sites, newspapers, press agencies, television, radio and specialized publications to identify trends and patterns, and to write analytical products. May translate text, audio and video information and select materials from the media for translation by independent contract translators.

Program Director, International Students’ Office
Design and administer programs to help international students adjust to U.S. university life and handle issues related to immigration status, employment, housing, health insurance, medical care, social security, income tax regulations, financial aid, and personal concerns.

Program Director, Study Abroad Office
Design and administer programs that provide study abroad and internship opportunities for high school and college students.
Translator
Translate written or printed materials from one language into one or more other languages. Some specialties include: judicial translator (translate legal documents), literary translator (adapt journal articles, books, short stories, and poetry, often in collaboration with author), localization translator (adapt products such as software, websites, and Internet products for use in another language and culture), and medical translator (translate patients records and informational literature in hospitals and medical settings).

Travel Writer
Write features with detailed, accurate, timely and up-to-date information regarding destinations, hotels, restaurants, tours, activities, etc, using a variety of sources of information. Involves thorough research and travel.

Voice User Interface (VUI) Designer
Design new or enhance existing speech recognition applications, interactive sales demos and non-interactive recordings. Use proven, advanced VUI techniques and principles to manage presentation of information, guidance, querying, playback, and cognitive load management.

More Job Opportunities
This section lists other opportunities that may be available to all liberal arts majors. Entry into these careers usually requires internship or volunteer experience or relevant coursework in addition to a foreign languages and cultural studies degree. This is a sampling of job opportunities; for more options and ideas, please visit the CSA&CC career information library.

ADVERTISING/MARKETING/SALES

Advertising and Promotions Manager
Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account
basis.

**Buyer**
Purchase merchandise directly from manufacturers and resell it to retailers (wholesale buyer) or purchase goods from wholesalers for resale (retail buyer). Become expert in particular kind of merchandise (such as clothing or electronics), stay informed about new trends, analyze customers’ buying preferences, and decide what merchandise employer will sell.

**Customer Service Representative**
Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

**Real Estate Agent**
Operate real estate office, or work for commercial real estate firm, overseeing real estate transactions. Other duties usually include selling real estate or renting properties and arranging loans. Requires a state license.

**Sales/Service Manager**
Direct the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.

**BUSINESS**

**Internal/Financial Auditor**
Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.
Insurance Agent
Assist companies and individuals in selecting the most appropriate insurance policies. Consult with clients, write reports, maintain records, and help process insurance claims. A professional license is required, and business courses can be helpful.

Loan Officer
Provide guidance and information for prospective loan applicants. Analyze and verify clients' creditworthiness. May negotiate repayment plans with delinquent borrowers. Work for commercial banks, credit unions, and other financial institutions.

Management Consultant Analyst
Analyze business problems by collecting information from both internal and external sources, developing possible solutions, and then making recommendations to management team. Usually work for consulting firms, who hire recent college graduates for 2-3 year analyst positions.

Retail Manager
Oversee profitable operation of retail stores, including hiring and supervising employees, managing inventory, and managing the budget. May be responsible for merchandise promotions and advertising.

CORPORATE COMMUNICATIONS

Corporate Recruiter
Maintain contacts in the community and travel, often to college campuses, to seek qualified job applicants. Screen and interview applicants and makes job offers. Stay up-to-date on organizational hiring policies, equal employment opportunity, and affirmative action guidelines. Work for companies, government agencies, and non-profit organizations.

Human Resources Specialist
Create and carry out human resource programs and policies including staffing, compensation, benefits, immigration, employee relations, training and health and safety programs. Assess employees for promotion.
Meeting & Convention Planner
Coordinate all aspects of group meetings and conventions, including speakers, location, audio-visual equipment, and publicity. Work for nonprofit organizations, professional associations, hotels, corporations, and government agencies.

Public Relations Specialist
Write articles for internal publications, write press releases, assemble press kits, arrange speaking engagements, assist in fundraising activities. Work in a variety of settings: business, government, non-profit, and education.

Technical Writer
Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.

EDUCATION

College Admissions Officer
Evaluate freshman and transfer applicants; counsel and advise the general public including, but not limited to, prospective applicants, parents, faculty, and administration on admission-related issues; and participate in various recruitment and yield activities.

Corporate Trainer
Develop and conduct individual, group, and classroom training for employees on a wide variety of subjects. Develop training manuals, handouts, procedures, and supplemental training materials. Other duties involve test creation and administration for the advancement of employees.

Disability Services Coordinator
Serve as an advocate for students with disabilities. Work with faculty to understand and provide reasonable accommodations for students with documented disabilities. Promote disability awareness on college campuses.
Elementary School Teacher
Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills. Public schools require teacher certification, but private schools do not.

Residence Life Coordinator
Supervise undergraduate and/or graduate staff, develop residence hall community, respond to student concerns, manage administration and facilities, and participate in department initiatives and campus life.

ENVIRONMENT AND OUTDOOR

Environmental Education Specialist
Plan, develop, and conduct programs to inform public of historical, natural, and scientific features of national, state, or local parks.

Environmental Science and Protection Technician
Perform laboratory and field tests to monitor the environment and investigate sources of pollution, including those that affect health. May collect samples of gases, soil, water, and other materials for testing and take corrective actions as assigned.

Green Marketing Analyst
Create innovative ways to introduce environmentally conscious products into the marketplace. Analyze sales data and consumer spending habits and consult with other marketing team members and graphic designers.

Recycling Coordinator
Design and implement curbside and drop-off recycling and hazardous waste programs through city governments or private firms. Conduct public outreach campaigns to educate people about the advantages of recycling. May ensure compliance with ordinances or apply for grants.

Tour Guide
Escort individuals or groups on sightseeing tours or through places of interest, such as national parks, industrial establishments, public buildings, and art galleries.
GOVERNMENT

Legal Assistant
Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Legislative Analyst
Perform quantitative and qualitative analysis of information needed by legislators and other government officials. Evaluate policy issues and options, write reports, conduct briefing meetings, and respond to inquiries.

Legislative Assistant
Meet with lobbyists, arrange committee and subcommittee hearings, assist in developing legislation and amendments. Respond to requests for information, prepare memos and reports based on completed research for legislators.

Lobbying Organizer
Distribute information about a particular issue or organization, recruit volunteers, solicit funds, and organize such efforts as rallies, letter-writing campaigns, and voter registrations drives. Work for special and public interest groups as well as professional lobbyists.

Political Party Staffer
Work to advance a political party’s agenda by recruiting and training candidates, preparing for conventions, planning fundraisers and publicity events, and supporting elected officials. Internship experience is especially helpful.

HUMAN SERVICES

Americorps Volunteer
Serve full-time for a year in organizations and agencies throughout the country, work to fight illiteracy, improve health services, create businesses, increase housing opportunities, or bridge the digital divide. Benefits include an Education Award or an end-of-service stipend.
Community Organizer
Establish and organize community groups to solve social problems in the community. Assess strengths and weaknesses of existing resources and propose changes. Promote cooperation and coordination among government agencies, nonprofit organizations, and other community groups. Conduct research, prepare budgets, and assist in fundraising.

Social Service Caseworker
Help families and individuals secure assistance from social service agencies. Interview clients to understand degree and nature of problems and refer to appropriate community resources. May determine eligibility for financial assistance and/or advocate on clients’ behalf to government or nonprofit agencies.

Volunteer Coordinator
Recruit, train, schedule and provide supervision to volunteers at non-profit organizations. Arrange for on-the-job and other required training, supervision and evaluation of volunteers. Serve as liaison between administration, staff, and volunteers.

Youth Organizer
Manage and administer youth and community projects and resources; conduct needs assessment and plan and deliver relevant programs of personal and social education via discussions, arts-based activities, community/environmental projects, residential activities, and outdoor/sports activities.

INTERNATIONAL

ESL/ESOL Teacher
Provide rigorous and appropriate instruction to international students that supports the acceleration of English and appropriate academic content. Serve as a liaison between the student, his/her family and the school, by providing cross-cultural information to all parties that foster positive relationships.

Foreign Service Officer
Analyze and report on political and economic developments, including agricultural trends, humanitarian and social conditions.
Identify export markets, negotiate international agreements, and interpret US policies and interests for foreign governments, opinion leaders and publics. Issue visas to foreign nationals, provide development assistance, and arrange cultural exchanges.

**Intelligence Officer**
A member of the armed forces, police officer or civilian intelligence agency who specializes in the gathering, fusion and analysis of information and intelligence in order to provide advice to their government or another organization.

**Interpreter/Translator**
Enable the cross-cultural communication necessary in today’s society by converting one language into another. Must remain sensitive to the cultures associated with their languages of expertise.

**Peace Corps Volunteer**
Peace Corps Volunteers work internationally in the following areas: education, youth outreach, and community development; health and HIV/AIDS; agriculture and environment; business development; and information technology. Within these areas, the specific duties and responsibilities of each Volunteer can vary widely.

**MEDIA/PUBLISHING**

**Copy Editor**
Act as liaison between author, editor, and proofreader. Review manuscripts for grammar and style usage. May develop in-house style guide, supervise freelance staff, and handle author queries.

**Copywriter**
Write articles, bulletins, sales letters, speeches, and other related informative, marketing and promotional material for use by publication or broadcast media to promote sale of goods and services.
Grant Writer
Write and develop grant proposals, which includes conducting needs assessments and matching product needs with available funding. Work for government or non-profit agencies.

Staff Writer
Research and write articles for magazine. May write article promos, short features, author bios, or photo captions. May work on freelance basis or for one particular magazine.

Travel Writer
Write features with detailed, accurate, timely and up-to-date information regarding destinations, hotels, restaurants, tours, activities, etc, using a variety of sources of information. Involves thorough research and travel.

RESEARCH

Information Broker
Perform research for clients in business, healthcare, government, law, and science. Uses Internet, database, and library resources to find specific information. May also analyze information, write reports, and train clients in information retrieval. Often work for consulting firms or on freelance basis.

Institutional Researcher
Write institutional and policy histories; research and report on current issues, long-range trends; edit records; manage archives. Work for government agencies, private corporations, public archives and libraries.

Market Research Analyst
Research market conditions in local, regional, or national areas to determine potential sales of a product or service. May gather information on competitors, prices, sales, and methods of marketing and distribution. May use survey results to create a marketing campaign based on regional preferences and buying habits.
Publications Researcher
Research story and script ideas; maintain research files on topics and people; verify stories for accuracy. Work for newspaper, magazine, or book publishers.

Social Science Research Assistant
Assist social scientists in laboratory, survey, and other social research. May perform publication activities, laboratory analysis, quality control, or data management.

SOURCES


World Wide Learn: [www.worldwidelearn.com]

CIA: [www.cia.gov/careers]

FBI: [www.fbi.gov]

Careers in Student Affairs: [www.reslife.okstate.edu/recruitment/Career/csa.htm]

The Linguist List: linguistlist.org

State University: careers.stateuniversity.com