Career-Related Services

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

Hours

Monday - Friday
8 am - 5 pm
Government
Career Options for Government Majors

This booklet contains specific information about majoring in government at The University of Texas at Austin, as well as career opportunities related to this major. 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 government 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 leadership and problem solving skills acquired by government 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 government 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

Visit our website at utexas.edu/ugs/csacc or call (512) 232-8400 for more information.
Majoring in Government at The University of Texas at Austin

Departmental Website: www.utexas.edu/cola/depts/government/
Campus Location: BAT 2.116
Phone Number: 471-5121

Description of Major
Government majors learn the philosophical and practical underpinnings of democracy; they study the causes and consequences of authoritarian and revolutionary political regimes, and they analyze how constitutional orders, political party and electoral systems, government bureaucracies, judiciaries, militaries, and other institutions of governance affect political outcomes.

Examples of Courses

GOV 335M Classical Quest for Justice
This course examines the thought of the greatest political philosophers of ancient Greece, Plato and Aristotle. These authors take up simple yet profound questions, such as “What is justice? What is human nature? What is virtue? What is the relationship between politics and philosophy? What is the right way to live?” We will consider the answers that Plato and Aristotle offer to these questions and what validity those answers have, as contrasted with the views of modern, Enlightenment thinkers in particular. Most of the class will be spent on close readings of Plato’s Republic, Aristotle’s Nicomachean Ethics, and Aristotle’s Politics.

GOV 355M Religion and the Liberal State
What is the appropriate relationship between religion and politics? What role should theology have in a society that aspires to be free and moral but also tolerant of religious differences? The first half of the course explores the defense of religious liberty in Locke and Spinoza, and contrasts it to the secular case for state religious establishment in Hobbes and Hume. In the second half of the semester, using Tocqueville and Hume, we apply and illustrate this debate through a historically-informed examination of the emergence of toleration in America and in post-Reformation Europe.
GOV 357M Topics in Public Law
This course focuses on understanding and explaining judicial behavior. In order to do this, this course examines not only what judges do, but also all aspects of the judicial process such as juries, attorneys, prosecutors, judicial selection, plea bargaining, court structures and the social and political settings in which courts operate.

GOV 360N Introduction to International Relations
In this course, we’ll examine the varying political, military, economic, and cultural phenomena that cross state boundaries in the world today – among them war, diplomatic negotiation, peacekeeping, terrorism, economic relations, ecological problems, cultural exchange, and religious/spiritual movements. Our major interests will be in discovering what actually happens, in examining competing ideas about why things happened as they do, and in considering various ideas about how things could change or be changed.

Skills Gained by Government Majors:
Leadership
Innovative Problem Solving
Communication Skills
Negotiating and Compromising
Adaptability
Critical Thinking

**DIRECT JOB OPPORTUNITIES**
This sampling includes careers that use the leadership and problem solving skills typically acquired by government majors.

**Canvassing Director**
Supervise and train college students who educate citizens about issues of public concern and conduct door-to-door or telephone membership drives. Work for nonprofit and activist organizations such as the Public Interest Research Group or Clean Water Action.
Conflict Resolution Specialist
Provide parties with ways to resolve disputes outside of the legal system. Recruit, train, and supervise volunteer mediators, manage cases, and promote conflict resolution to community groups. Work for community mediation center. Requires additional training in conflict resolution and volunteer experience is helpful.

Detective or Criminal Investigator
Collect evidence and gather facts related to criminal cases. Conduct interviews, examine records, and observe and arrest suspects. Detectives who work for the police department must attend police academy and work as a police officer first. Can also work as a private detective for detective agencies, courts, and corporations.

Election Official
Plan, organize, and implement election day activities, maintain certified voter registration files, train and manage election volunteers, coordinate voter registration drives, and work with legislators and elected officials to anticipate and troubleshoot voting problems.

Emergency Management Coordinator
Oversee development of comprehensive plans to protect citizens in times of crisis ranging from weather emergencies to terrorist attacks. Identify and assess risks affecting a community, stage and evaluate emergency simulations, and coordinate crisis response from various local and state agencies. Entry-level positions are available; higher-level positions require a graduate degree.

Government Reform Activist
Work for nonprofit organizations to bring about change in areas of government such as campaign finance reform, election laws, and increased citizen involvement in politics. Conduct research, testify at hearings, provide information to the public, and organize grass-roots activities such as rallies and phone banks.

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.

Legislative Correspondent
Research and draft replies to correspondence received by state and federal Congressional members.

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.

Management Analyst
Gather and evaluate budget, management, and program data to help government managers operate their departments more effectively. Requires strong quantitative skills.

Municipal Clerk
Administer and facilitate open access to local government records. Some are elected, but most are appointed by the mayor, city council, or city manager. Swear in public officials, maintain citizen records, coordinate information requests by citizens and public officials, research effect of new laws on municipal procedures, manage special projects and grant-administered programs, and prepare agendas and maintain records of public meetings.
Political Action Committee (PAC) Organizer
Help businesses, associations, labor unions, and other political interest groups raise money to channel into campaigns. Conduct fund-raising drives, research political issues, and educate PAC members. Most PACs represent corporate, labor, or ideological interests, and may be liberal or conservative.

Political Campaign Manager
Coordinate and direct all aspects of political campaigns, including fund-raising, field operations, staffing, and advertising. Draft campaign plan and prioritize staff activities. Requires prior campaign experience.

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.

Program Manager
Coordinate government programs in areas ranging from fine arts to health and human services to transportation. Conduct surveys and studies, hire and evaluate staff, evaluate program progress, maintain records and reports, attend agency planning sessions. Most positions require work experience in the particular program area. For example, a program manager for a youth program would typically have experience as a youth organizer.

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 government 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


The Students’ Federal Career Guide by Kathryn and Emily Troutman. The Resume Place, 2004

Federal Government Jobs: www.usajobs.gov

Occupational Outlook Handbook: www.bls.gov/oco

World Wide Learn: www.worldwidelearn.com