

Career-Related Services

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

Hours

Monday - Friday
8 am - 5 pm



School of UNDERGRADUATE STUDIES

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History & Classics



Center for STRATEGIC ADVISING
& CAREER COUNSELING

Career Options for History and Classics Majors

This booklet contains specific information about majoring in history or classics 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 history or classics 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 research and critical thinking skills acquired by history and classics 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 history and classics 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 HISTORY AND CLASSICS AT THE UNIVERSITY OF TEXAS AT AUSTIN

Classics

Departmental Website: www.utexas.edu/cola/depts/classics

Campus Location: WAG 123

Phone Number: 471-5742

History

Departmental Website: www.utexas.edu/cola/depts/history

Campus Location: GAR 1.104

Phone Number: 471-3261

DESCRIPTION OF MAJORS

The bachelor's degree in history represents the study of human experience over time. The department offers courses that range through the areas of Asia, Africa, and the Middle East, Europe, Latin America and the United States, and encompass varieties of cultural, political, social, economic, gender, and foreign relations history.

Classics is an interdisciplinary field of study which comprises all areas of classical antiquity: literature, history, art and archaeology, philosophy and religion. Classics encompasses the whole spectrum of knowledge about and approaches to classical antiquity and its contribution to western civilization.

EXAMPLES OF COURSES

CC319D Ancient Mediterranean World

Course Description Survey of ancient civilizations of the Near East, Egypt, Greece and Rome from ca. 3000 BCE to the seventh century CE, focusing on the development of ideas and institutions in these areas and on the active cultural exchange among the diverse civilizations of the broader region that shaped their history and cultural identity. Topics to be covered include the development of writing systems, literary traditions and civic institutions, as well as evidence for religious and cultural practices.

CC340 Topography and Monuments of Ancient Rome

This course is a general survey of the architecture and urban development of Rome from its beginnings until late antiquity. By studying the city's monumental center, students will gain an understanding of Rome's immense cultural legacy in general, and in specific a familiarity with the spatial and topographical vocabulary inherited by the modern urban West. Additionally, by examining the remains of ancient Rome's infrastructure, they will confront the city as an organic and historical entity.

HIS 306N Introduction to China

Geographically, linguistically, ethnically, and economically, China today is a land of diversity, characterized by striking regional variations. Yet underlying this diversity is a shared cultural heritage: a unifying set of historical, literary, and artistic traditions; philosophical and religious ideas; political institutions; and a common writing system. This course introduces the study of Chinese society and culture through an examination of the cultural unities and diversities, continuities and discontinuities that comprise the historical development of Chinese civilization.

HIS 317L Black Power Movement

The Black Power movement was a distinct period from the late 1960s and early 1970s that emphasized racial pride and the creation of black political and cultural institutions to nurture and promote black collective interests and advance black values, and secure black autonomy. The range of black power ideology ranged from the desire to create an all-black nation-state to the promotion of black economic power. This course will look at the major organizations, key figures, and ideologies of the black power movement.

Skills Gained by History and Classics Majors

Analyzing Information

Communicating

Critical Thinking

Information Management

Researching

Writing and Editing

DIRECT JOB OPPORTUNITIES

This sampling includes careers that use the research and critical thinking skills typically acquired by history and classics majors.

Cultural Resource Management Specialist

Manage cultural heritage resources such as historic structures, shipwrecks, and ancient settlements. Conduct inventories and document resources, provide evaluations and assessments, and ensure preservation, protection, and public access. Work for state and federal agencies such as the National Park Service, Bureau of Land Management, U.S. Forest Service, and cultural heritage centers. Summer internship experience is recommended.

Cultural Tour Guide

Plan and organize themed trips that encompass sites and experiences related to the fine arts. Educate travelers, handle special needs, and coordinate transportation. Work for tour company or on freelance basis.

Ethics and Compliance Officer

Monitor activities related to standards of conduct and ethical practices, conduct background investigations on those seeking a business relationship with employer, present training classes and workshops on compliance.

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.

Genealogical Services Specialist

Research genealogies, family and community histories. Write, edit, and publish. Market genealogical services. Work for private genealogical services firms.

Grants Specialist

Plan, manage, and represent government agencies that fund research or cultural programs. Oversee budget and organize panelists who review grant applications. Supervise disbursement of funds and monitor usage of grant monies.

Historical Museum Administrative Assistant

Analyze, preserve, display, and interpret historical material; publicize programs; research and produce presentations and exhibits. Work for museums of history and for historical exhibition projects.

Historical Projects Coordinator

Perform diverse duties such as: editing, preservation, research, writing, media presentations. Often manage projects, prepare budgets, administer grants. Employers include universities, historical societies, foundations, and government agencies.

Historical Research Assistant

Perform historical analysis; study policy issues; prepare analytical reports, coordinate interdisciplinary studies. Work for think tanks, universities, and public research agencies.

Institutional Researcher

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

Museum Education Officer

Realize the potential of museum collections as learning resources for visitors and the wider community. Develop learning opportunities, which can be either informal or curriculum based. Act as liaison with area schools and plan field trips and other educational programs.

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.

Park Ranger

Manage facilities and programs at federal, state, and local parks and historic sites. Typically work for a government parks department. Summer jobs are readily available to students interested in the field of historical parks management.

Preservation/Restoration Assistant

Conduct architectural, art, and urban historical research; apply technological and artistic conservations skills; research-related laws and tax issues. Work for specialized preservation services firms.

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.

Scriptwriter/Screenwriter

Write scripts and screenplays for television, film, and radio. Often work through an agent, who finds employers and negotiates contracts.

Secondary School Teacher

Instruct high school and junior high school students in specialized subject areas. Most secondary school teachers teach several courses in a single subject area. Public schools generally require certification; private schools typically do not.

Survey Researcher

Design or conduct surveys. May supervise interviewers who conduct the survey in person or over the telephone. May present survey results to client.

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 history 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

Career Opportunities for Writers by Rosemary Guiley, CheckMark Books, 2000.

Top Careers for History Graduates by Checkmark Books. Inc Facts on File. Ferguson, 2004.

UT History Department: www.utexas.edu/cola/depts/history

O*Net Occupational Outlook Network: online.onetcenter.org

Occupational Outlook Handbook: www.bls.gov/oco