

The Job Search in Higher Education

Dave Dettman
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What is a Job Search???

- Science and Art
- Interactive process – both you and your potential employer are seeking information
- Governed by your values and goals
- Idiosyncratic

Determining Professional Goals

- Know yourself
 - Why this career?
 - Hopes/visions?
 - Your values?
 - Duties you enjoy and excel at
 - What sets you apart as a candidate? How are you different? Better?
- Institutional Type and Position Match
- What? More school? You kidding?

Doctoral Higher Education Focus Areas

- Administration and management skills
- Knowledge concerning general and specific institutional problems
- Knowledge concerning history, culture, and values of specific groups within institutions
- Knowledge concerning the uniqueness of the different sectors of higher education

Professional Development Goals

- Learning the Job
- Learning the Institution
- Building a Network
- Developing a Theoretical Framework
- Developing a Leadership and Management Style

Resume and cover letter

- Speak their language, address job specifics
- How do you feel about what you've done, what have you learned, why them?
- Resume: specific focus vs. laundry list
 - Keep a journal or log of your accomplishments
 - Speak to your areas of expertise and specialization (what sets you apart)
 - Watch use of professional “jargon”

Professional “Fit”

- Type of institution
 - Demographics – size, financial considerations, living options
 - Organizational culture
 - reputation of the organization (and values)
- Type of position
 - Internal vs. external focus
 - Big fish in small pond...Small fish in big pond
 - Hierarchical structure – where do I fit in?

Department and Workplace Culture and Values

- Staff makeup of closest colleagues
- Impacts on your professional development
- Work environment

Researching Institutions

- WHY?
- Institutional climate:
 - Issues (campus, community, growth, funding?)
 - stability vs. restructuring
 - new leadership
- The position itself – how was it advertised (“acting” and “internals”)
- Sources for research

What Employers Value

- Current success
- Developing area(s) of expertise
- Outreach and ability to “play well with others”
- Being “current and knowledgeable”
- Good balance of people and administrative strengths
- Understanding that politics exist
- How well would you adjust to change, new values & ideas?
- Specific competencies: personnel management, planning and projection, communication skills, leadership, understanding of institutional organization
- Intangibles: maturity, handling stress, “fit”, etc.

Upcoming Conferences Offering Placement Services

- NACA
- OPE (Oshkosh, WI)
- ACPA
- ACUI
- NASPA

Conference Considerations...

- Pre-Conference Workshops
- Sessions vs. Resource Centers vs. Vendors vs. Career Services
- (Student) Socials & New Professional Orientations
- Regional Meetings & Business Meetings
- Buddy/Mentor Programs
- Other: Member luncheons, seminars, institutes

Managing Logistics - interviews

- Time Frames
- On-campus Interviews:
 - Before you go
 - What to expect
 - When You're There
- Receiving a Job Offer

Ethics and the Job Search

- Decision to Search & current job commitment
- Resume/Reference Letters
- Conference/Placement Interviews
 - Box stuffing, warm-ups, missing interviews, negative talk
- On-campus Interviews
 - Interest levels, juggling schools
- Job Acceptance/Rejection
 - Stalling, honoring accepted offers