



ACADEM CAREER GUIDE



RICE[®]

Center for Career Development



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The Center for Career Development (CCD) offers programs, services and resources to guide you in pursuing your career goals. We equip you with the skills and confidence needed to discover your interests and navigate your career journey from college to graduation, and throughout your life.

VISION

To empower all Rice students to find and make their place in the world.

MISSION

We believe all Rice students are capable of achieving their professional goals. Our mission is to support this by **EDUCATING** them on knowledge of self, career options and resources, **CONNECTING** them with opportunities through the global Rice network and **EMPOWERING** them with the confidence, skills and tools to achieve lifelong career fulfillment.

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Rice CCD



Owl Career
Mentor
Network

www.ccd.rice.edu

TABLE OF CONTENTS

- 1** Knowing What You're Worth
- 2** Jobs and Academics: Myths and Realities
- 3** Self Evaluation
- 4** I've Got a Major. Now What?
- 5** Vocational Assessments
- 6-7** Famous Academics
- 8** The Informational Interview
- 9** Internship Strategies & Resources at Rice
- 10** Rice Internship Resources
- 11** Getting The Job You Want
- 12** Factors That Help Academics Get Jobs
- 13-14** Job Searching Strategies & Tips
- 15-16** Networking
- 17** Rice Salary Data

KNOWING WHAT YOU'RE WORTH

Leaders. Creative. Problem Solvers.
Communicators. Flexible. Adaptive. Analytical.
These are just a few of the ways Employers describe Academics.

Employers want to hire you for these skills and because they also see you as creative, open-minded and masterful researchers. Employers like you because you're able to think critically, work well with people, make quick decisions, and possess excellent analytical and communication skills.

"More than any other curriculum, the Academics train people to think critically about concepts and society, look at the big picture, and analyze cause and effect relationships, break an idea or situation

into component parts and put it back together again, writes Robert Goodward, director of Publications for Liberty Mutual Insurance, Co. in his article "Why Hire Humanities Graduates?"

Students may choose pre-professional degrees because they are "practical", "valuable", or "challenging". Sure, but who says Academics aren't any of those things? Your major may not have prepared you to work within a specific field, but it will teach you widely applicable skills that are transferrable to many fields and workplaces.

Skills Sought by Employers & Developed Through Academics

- Leadership
- Ability to work in a team
- Communication skills (written)
- Problem-solving skills
- Strong work ethic
- Analytical/quantitative skills
- Communication skills (verbal)
- Initiative
- Computer skills
- Flexibility/adaptability
- Interpersonal skills (relates well to others)
- Detail-oriented
- Organizational ability
- Strategic planning skills
- Friendly/outgoing personality
- Entrepreneurial skills/risk-taker
- Tactfulness
- Creativity

Source: Job Outlook 2015, National Association of Colleges & Employers

JOBS & ACADEMS: MYTHS & REALITIES

Myth #1: There are no job opportunities for Academs.

Despite what you may believe, jobs for academs are plentiful and diverse. Academs have greater flexibility in career choice because of the versatility of the Academs' degree. So where are all of these jobs, you ask? While the roles of consultant and investment banker are heavily recruited on campus, those aren't the only options. Recruiters looking for Academs can't often project their hiring needs far in advance so it takes different strategies to find the jobs they're hiring for.

Myth #2: The only way to get jobs is On-Campus Recruiting.

Let's break down On-Campus Recruiting (OCR). OCR is the CCD's most visible job search strategy. However, most visible does not = the only job search strategy or even the most successful job search strategy. OCR works for employers that can project workforce needs sometimes six to nine months in advance. Employers must have the resources to allow employees several days to spend on campus at career expos, information sessions and on-campus interviews. Recruiters of Academ students don't visit campus as often as technical recruiters because they often cannot project hiring needs so far in advance and do not run on the same hiring cycle. The jobs, however, are still available and require different job search strategies.

Myth #3: The Center for Career Development can't help me.

The CCD offers a number of resources other than OCR such as RICElink job postings, Vault, and others. By utilizing a plethora of job search resources, you will find many opportunities that are satisfying and in alignment with your career goals. The bottom line is that while a job won't just drop into your lap (and they don't for technical majors either, despite the perception), there are plenty of them out there for asking. It just takes different strategies to find them.

Where to find OCR information:

RICElink:
Powered by
Handshake

Weekly
Newsletter

CCD
Website
Event
Calendar

Company
Info
Sessions

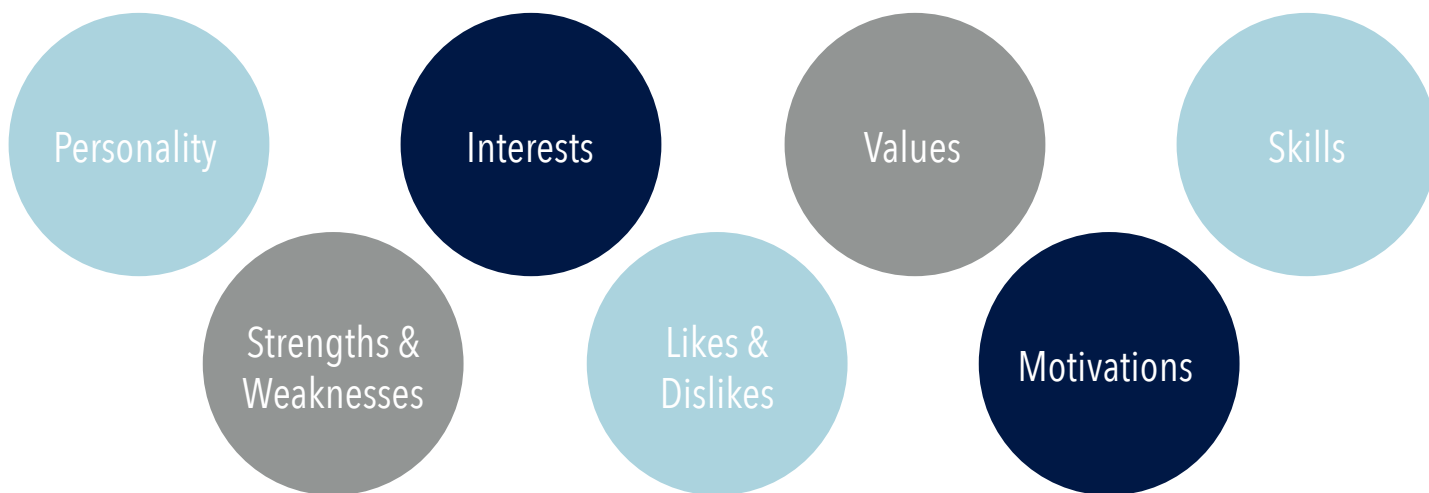
CCD
Social
Media



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SELF EVALUATION

Academics have the option of working in almost any field, from writing to politics to banking. With such a wide array of choices, it's extremely important to know exactly what you want from a job. If you're not really sure what you're looking for, it can be awfully hard to find it. But don't worry if you don't have a clear idea of the job you want yet. Take a moment to focus on the one thing you know the most about...yourself!



Thinking about these factors will help you pinpoint fields that fit your preferences. The more you know about what you want and what you can offer, the easier it will be for you to recognize suitable options.

If this sounds like too much to tackle on your own, the CCD website contains many exercises and worksheets to help get you started.

You can also speak with one of the career counselors and arrange to take assessments and inventories designed specifically for this purpose. Vocational assessments focus on your interests, personality, strengths, abilities, and values, and they can reveal

personal strengths that impact career satisfaction. They can be interpreted in relation to your individual needs and concerns through discussion with a counselor regarding recommendations and goals.

See the section on vocational assessments for more information. Whatever method you select, keep your findings in mind when you enter the research process.

I'VE GOT A MAJOR. NOW WHAT?

"If opportunity doesn't knock, build a door"

Milton Berle

Before you can even begin your job search, you have to know what industries interest you. Your self-assessment should have helped you get a clear picture of the type of job that would best fit your interests and needs. Remember that your major and future job title don't necessarily have to match (check out the list of Famous Academics). Academic majors can work almost anywhere. The quest for a career may seem very daunting, but don't let the idea of it overwhelm you. While it is an important decision, it is far from permanent, and there is certainly room for chance and adjustment.

DID YOU KNOW?

The average college graduate changes jobs an average of 12-15 times throughout their life and changes career fields two or three times in their lifetime?

(Bureau of Labor Statistics)

If you haven't already tried it, vocational assessments are another valuable option for exploring careers. See the section on Vocational Assessments for more details.

It's easy to find information on careers, whether you look in career guide sites, trade and professional journals, online resources, job boards, or publications about careers in a wide range of fields.

Online tools are excellent resources for researching careers. All kinds of information are available at your fingertips online, including sites devoted to the job search and career choices. You can get quick access to industry descriptions, career search advice, and links to helpful resources.

Here are a few sites containing general career information whose links can be found under "Career Resources" on the CCD website:

- Bureau of Labor Statistics- offers the same information as the published version.
- Occupational Outlook Handbook- contains the same information as the published version.
- Vault Career Insider- well-known site features in-depth company profiles and industry guides.
- LinkedIn
- What Can I Do With This Major?

VOCATIONAL ASSESSMENTS

If you're still less than sure about what you want to do, the CCD offers career assessments for more in-depth self-assessment and direction in your search. These focus on your personality and can help determine which fields are compatible with your strengths and interests. Two assessments the CCD offers are:

STRONG INTEREST INVENTORY

Compares a person's interests with the interests of people employed in a wide variety of occupations. It is used chiefly as an aid in making academic and career decisions and continues to be one of the most researched and highly respected counseling tools in use.

MYERS-BRIGGS TYPE INDICATOR

Based on Carl Jung's theory of perception and judgment, is a widely accepted measure of personality dispositions and preferences. Used in career counseling, it helps to identify compatible work settings, relate career opportunities and demands to preferences in perception and judgment, gain insight into personality dimensions that provides the opportunity for greater decision-making ability.

Counselors discuss the assessment with you and help to interpret the results in terms of career options. A small fee is charged for these assessments; you can charge your student account or pay by cash or check. Set up an appointment with a counselor via RICElink to learn more about these assessments and to find out which may work best for you.

FAMOUS



Bobby Tudor
Rice Board of Trustees
English



Ellen Bravo
Co-Director of National Association
of Working Women
Greek & Latin Literature



Richard Anderson
CEO of Delta Airlines
Political Science



John F. Kennedy
35th President of the United States
History



Lynn Elsenhans
Former CEO of Sunoco
Math



Sally Ride
Astronaut & First Woman in Space
English

ACADEMS



Larry McMurtry
Pulitzer Prize-Winning Author
English



Peter Thiel
Co-Founder & CEO of PayPal
20th Century Philosophy



Ken Chenault
CEO of American Express
History



Carol Browner
Former Director of the Environmental Protection
Agency
English



Harold Varmus
Nobel Laureate in Medicine & President/CEO of
the Memorial Sloan-Kettering Cancer Center
English

INFORMATIONAL INTERVIEW

Possibly the best way to get the dirt on what a job is really like is to talk to someone already employed in that field- a process known as *informational interviewing*. It's usually best to begin by using referrals from people you already know, but it's also acceptable to contact a complete stranger. Try looking for names using **LinkedIn**, the **Owl Career Mentor Network**, and **alumni**. Don't interview people from the personnel department, unless that's where you want to work, because they can't give you the information you need. The reason they can't provide information is because they can only explain a role based on skills and duties documented on a job description. Admittedly, it can be a little intimidating calling up someone you've never met and asking a favor from him or her. To ease the process, first send

an email asking if you can arrange an appointment and tell exactly when you will call to do so. That way, when your target answers the phone, you can say that you have contacted him or her previously. Be sure to stress that you are looking for information, not a job, and mention that you are a college student. If they agree to meet with you, be sure to be on time, dressed nicely, and have a list of questions prepared, even if you are doing a virtual interview via Skype or on the phone. Remember that you are the interviewer here, and you're gathering information, not asking for employment. Request referrals to other people who might take the time to talk to you, and be sure to send your contact a thank-you note within 24 hours of the interview.

Now get ready to put your research skills into action. Below are some ideas for questions to help you uncover the real details about the organization and profession.

JOB DESCRIPTION:

What are the typical responsibilities and duties of this job? What would a typical day be like? What do you most like about what you do? Least?

QUALIFICATIONS:

What skills, education, training, attitude, or experience are necessary? What type of personality does it take to perform this job well? How well suited is my background for this type of work?

WORK ENVIRONMENT AND CONDITIONS:

What is the company culture like? Will you have your own office? In what part of the country are you most likely to be located? Is frequent travel required?

ORGANIZATIONAL STRUCTURE:

How is your organization structured? Do you see room for growth within your organization?

CONTACTS:

Who are some of the employers who hire entry-level graduates in this area? Where are they located? Do you know of employers who offer internships to college students interested in this work? How did you learn about this job?

Is that the way others have learned of job openings in this field? Based on our conversation today, what other people would you recommend I speak with? May I have your permission to use your name as a referral in contacting them?

ENTERING THE FIELD:

Is there a training program, or do you have to work your way up from the mailroom? Is there a professional association for this field that you would recommend I join?

EARNING & OUTLOOK:

What are the typical long and short term earnings? Will opportunities in this field continue to grow? What are the toughest problems facing the industry?

PREPARATION:

If you were a college graduate today, how would you approach the career search in this field? What publications or periodicals do you suggest I read in order to learn current trends in this field? What kind of work experiences, paid or unpaid, do you recommend?

INTERNSHIP STRATEGIES & RESOURCES AT RICE

Interning is one of the greatest steps Academics can take to become attractive to future employers. The importance can hardly be overstated. It gives you the experience you need and the skills and knowledge employers want.

For you, any doubts about whether this occupation is for you may be quickly resolved. After spending several months immersed in a business, you'll know whether you hate it or love it. The right match can get you on the path to landing a job you desire. This is especially true for those who want to get into media communications. In an incredibly competitive field, completing an internship is probably your best bet for getting your foot in the door and establishing your network.

According to the National Association of Colleges and Employers, 50% of employers are actively looking for internships on your resume. Employers often look favorably on applicants with internship experience, seeing it as a sign of maturity and competence. Employers are also aware of the high level of competitiveness of the internship application

process, so they know a candidate with internship experience may well be the cream of the crop. Without an internship, you could easily find yourself at the bottom of the applicant pool when applying to full-time roles.

Internships can also serve as a direct gateway to lucrative job offers, not just as a resume padder. Many companies who offer an internship program hire their interns into full-time positions. For these companies, the internship program acts as a "bullpen" where they can assess a prospective employee's skills and fit.

When deciding on an internship, you might want to ask yourself: What can be gained from this experience? What are the realistic, personal goals for you, the intern? What can an internship employer expect of you? What can you expect in return for time spent interning? Research during the selection process is essential for obtaining a quality internship.

Internship Preparation Management

What is your ideal job? How well do your most valuable characteristics, talents, and interests meet that job's criteria? Approach internship selection as you would a job. Begin to investigate different companies 6-12 months before you hope to intern. If possible, talk to someone who has interned there before you. Once you have an idea of what is worth looking for in an internship site, you should begin to look for a supportive mentor at your preferred site. The key to making an internship work is choosing a mentor who will be a learning partner, providing practical training while having an understanding of your goals. This is an important element of interning. Don't forget that you have something of value to offer this company or establishment- time and energy. Remember to show this dedicated and hardworking attitude to potential supervisors. Take time to reflect during and after your experience.

INTERNSHIP STRATEGIES & RESOURCES AT RICE

Your internship search should begin in the CCD office. The CCD has a variety of services to assist you in landing an internship, as well as resource materials for internships outside our programs.

Internship
Courses at
Rice

RICElink:
CCD Online
Internship
Portal

iNet:
Shared
Internship
Portal

Internship
Series:
Variety of
popular national
internships

Other Ways to Gain Experience

EXTERNSHIPS

While it is valuable, the internship is not the only gateway into the job market for Academics. Externships are a one to five-day job shadowing experience that provides you with an opportunity to connect with alumni and employers to explore career options and gain a realistic perspective of an industry.

PART-TIME JOBS/INTERNSHIPS

If you haven't decided what field you're interested in and aren't comfortable with your lack of direction, go out and actually work in different field to see what you would like. The key is to get experience while you're still at Rice, collecting those marketable skills that will make you a desirable candidate. If you're interested in going into business, for example, work for a firm during the summer

and take some accounting and management classes. Get involved in student government and community service to sharpen leadership skills.

CAMPUS & COMMUNITY ORGANIZATIONS

The same can be applied to writing, advertising, teaching, social service, publishing, or any other field you may want to enter. If you're interested in writing, work for the school paper or a city newspaper. You can prepare for at teaching job through literacy programs and summer camps.

Whatever your interest, if you prepare yourself and conduct an effective job search, you'll be more likely to find yourself in the right place at the right time.

[CLICK HERE TO LEARN ABOUT OUR OWL EDGE EXTERNSHIP PROGRAM](#)

GETTING THE JOB YOU WANT

Now that you know what type of job you want, it's time to find it. The Academ's job search requires a little more initiative, but you will find there are many paths for job searching that will provide a great number of opportunities. Outside of the job boards, like Monster or Indeed, there are industry-specific regional job boards, such as Glasstire.org. To learn more about how to find these niche sites, see a CCD counselor. As always, networking is the primary way to find positions.

EVALUATING THE ORGANIZATION

The same amount of time and detail you spent assessing yourself should go into evaluating the companies you are considering. The information you obtain will help in an interview as well as help you make informed decisions in your job search. You should gather as much information as you can about the organization and position, including:

OWNERSHIP: Public or private? Subsidiary or division of another company? Foreign owned?

SIZE AND SCOPE: How many employees? Small, regional, national, or international in scope? Does it have offices or branches in a geographical location that interests you? New products coming out or new directions planned for the company?

REPUTATION: How long has it been in business? Any lawsuits or management problems recently? How well is the name known in the field?

CORPORATE CULTURE: Each organization has a different corporate culture. What is comfortable for one person won't work for another, and being comfortable in a particular culture goes a long way in career satisfaction.

YOUR NEEDS: Can the organization offer what you need? How many qualities do the organization and position have in common with your dream job? What about training programs, commitment to continued education, advancement opportunities, and predictions for the future growth of the organization?

As you search, take notes and thoroughly research each company to which you plan to finally apply. There are plenty of online resources for this purpose. Look at company websites, government agency sites, trading and market sites, news and media sites, and professional association sites. You can also check out directories and trade journals, and don't forget the huge number of pamphlets, videos, and annual reports that the CCD houses.

The information you gain will be helpful when writing cover letters and resumes, as well as during the interview process.

FACTORS THAT HELP ACADEMS GET JOBS

- 1 Know what you want to do... or at least sound like it.
- 2 **Get involved in the career development process early!**
- 3 Gain work experience early!
- 4 **Identify your transferable skills & relate them to the world of work.**
- 5 Set career & personal goals.
- 6 **Be able to explain to employers the value of a Academics degree.**
- 7 Develop job-search and self-marketing skills.
- 8 **Take initiative to drive your own job search.**
- 9 Have realistic expectations.

JOB SEARCHING STRATEGIES & TIPS

Advertised Vacancies

Online job boards, including RICElink, are excellent places for Academics to search for jobs. Small businesses and alumni-owned companies that otherwise wouldn't be able to advertise on traditional job boards post job listings here because it is free. RICElink is a great starting place, as employers of all sizes are specifically looking for Rice students.

Advertised vacancies usually require that you submit a resume and cover letter. The company will then contact you for an interview. When applying to these jobs, make sure to take notes on the position, company, and important dates, such as when you submitted your resume and when your interview is.

Direct Employer Outreach

If you have a definite idea of where you want to work, in what field, or in a particular area of that field, a more direct method may be the better option. In this case, you will be focusing on a specific location or company rather than a position. Most likely you will be making the initial contact.

If you have geographic preferences, target areas you might like to live in and find out which companies are located there. A good place to start looking is the Vault, accessible in the resources section of RICElink: Powered by Handshake. Most employment websites are searchable by state as well.

Research the companies and compile a list of about 10-15 companies that fit your preferences. Online employer directories, as well as LinkedIn, can give you information about a variety of employers, from foundations to corporations.

Once you've narrowed down your list of employers, write a targeted message to each one requesting an interview. Make sure to tailor your message to each organization and demonstrate your knowledge and interest in the organization. Follow up on the message. By being persistent and taking the initiative in making contact, you can make yourself a more memorable candidate. Showing genuine interest in an organization, even when it may not have an advertised vacancy, proves that you are serious about seeking a position. Employers will look favorably upon your research efforts and determination. Be sure to stop by the CCD for help with phrasing your outreach messages and to assist with your job search strategies.

JOB SEARCHING STRATEGIES & TIPS

1

Develop an effective resume that clearly displays your skills and experiences and a cover letter that explains your interest in the company.

2

Customize your cover letter and resume for each company to which you apply.

3

Always follow up until you are granted an interview or are made aware that the company is not interested, but limit communication to once every two weeks. If you haven't heard back in a couple months, cease communications and meet with a CCD career counselor for guidance.

4

If you don't hear back within a couple of weeks, call to check on the status of your application.

5

Be persistent and polite!

NETWORKING

Networking is especially important in today's world, where about 70% of positions are obtained through networking. Networking simply means exchanging information or services among individuals, groups, or organizations – think of it as creating mutually beneficial relationships. Getting in touch with someone already in the business can be your best shot at getting a job. There are several places to start networking:



Your friends, relatives, former supervisors, and professors.
A good lead may only be a phone call away.

Externships

The Owl Career Mentor Network, the CCD's searchable online database of Rice alumni from all over the world who have agreed to help Rice students with their job searches.

Career expos, where you can speak to company representatives and find out about positions. Ask about contacts in other departments you are interested in such as Marketing or Technical writing. Make sure to collect business cards and follow up.

Once you've made these initial contacts, ask if they have any peers, colleagues, alumni or associates who might be able to help you. Contact the people you've been referred to and ask the same questions. Your network can grow incrementally; somewhere in there, you're bound to find a few leads. Be sure to write down all information you get from a contact using a system like the one below, and always send the person a thank-you note.

Contact Name & Follow-Up Date	Relationship			Company	Industry	Comments/Notes

NETWORKING

5 RULES FOR NETWORKING

1

Be intentional and persistent. Email at the start or end of the day and don't give up if you don't get a response from someone after a few tries. You may need to use another mode of communicating such as a phone call or a LinkedIn message.

2

Send your contact a message on what you would like to discuss and a resume for their information before you meet. Be sure to thank him or her in advance.

3

Be flexible about meeting times. Remember that you're the one asking for help.

4

Be prepared. Come with a list of questions to ask.

5

Keep in touch afterward. Be sure to send a thank-you note and let them know if their information gets you any results.

RICE SALARY DATA

Social Sciences

	Rice Median Salary	National Median Salary
Anthropology:	\$34,000	\$34,271
Cognitive Science:	\$44,500	\$60,083
Economics:	\$70,000	\$49,541
Managerial Studies:	\$70,000	\$45,000
Mathematical Economic Analysis:	\$69,000	\$54,175 ¹
Political Science:	\$44,500	\$40,420
Policy Studies:	\$70,000	\$47,800
Psychology:	\$42,000	\$32,418
Sports Management:	\$49,000	\$33,276 ²
Sociology:	\$57,000	\$35,127

Humanities

	Rice Median Salary	National Median Salary
Art History:	-	-
Asian Studies:	\$72,500	\$36,000 ³
Classical Studies:	\$102,500	\$41,750
English:	\$36,000	\$35,000
German Studies	-	\$36,000 ³
French Studies:	\$50,500	\$36,000 ³
History:	\$44,000	\$38,200
Latin American Studies:	-	\$36,000 ³
Linguistics:	\$72,500	\$31,153
Medieval Studies:	\$33,300	\$36,000 ³
Philosophy:	\$32,000	\$34,531
Religious Studies:	\$34,500	\$25,000
Spanish & Portuguese:	\$44,000	\$36,000
Sexuality, Women, & Gender Studies:	\$26,500	\$38,333
Visual & Dramatic Arts:	\$44,000	\$30,833

1 – Business/Managerial Economics

2 – Parks, Recreation, Leisure, and Fitness Studies

3 – Area, Ethnic, Cultural, Gender, and Group Studies

Rice Median Salary Data collected from 2014 Senior Exit Survey

National Median Salary Data sourced from the National Association of Colleges & Employers Spring 2015 Salary Survey