

## Career Options

- Administrative Analyst
- Budget Analyst
- City Council Representative
- City Manager
- Communications Manager
- Development Associate
- Executive Director
- Foreign Service Officer
- Freelance Writer
- Grant Writer
- Human Resources Associate
- Intelligence Officer, FBI/CIA
- Journalist
- Labor Relations Specialist
- Law Enforcement Officer
- Legislative Aide
- Lobbyist
- Market Researcher
- Peace Corps Volunteer
- Politician
- Pollster
- Program Analyst
- Program Manager
- Public Advocate
- Public Educator
- Public Interest Lawyer
- Public Relations Specialist
- Research Specialist
- Speech Writer
- Urban Planner

## What is Public Affairs?

The Bachelor of Science in Public Affairs focuses on the advocacy and analysis of public policy. It is designed for those seeking to have a positive impact on society. Students learn to formulate, implement, and evaluate creative solutions to challenging global, national, state, and local problems. The coursework examines how public and nonprofit organizations are involved in the policy process. Civic engagement skills are developed in economic and financial analysis, political negotiation, qualitative and quantitative methods, and rhetoric. Policy areas of interest include community development, education, the environment, healthcare, housing, and social welfare. An excellent foundation is provided for graduate-level education in communications, law, management, public administration, public policy, and urban planning.

## Occupational Opportunities

Public Affairs graduates are uniquely prepared to pursue a wide variety of careers within the public sector that spans governments, political campaigns, social activism of the nonprofit sector, and private companies developing and implementing public policy. Forty percent of all graduates from this major work as mid-or top-level managers, administrators, or executives in the non-profit sector. Fifty percent work in similar positions in business and industry. One in ten work in protective services such as law enforcement, fire or military. Nearly 80% of graduates state that an integral part of their jobs is performing administrative, financial, and legal or accounting duties, with 50% of graduates stating that personnel and employee related duties are also integral to their positions.

## Skills & Abilities

Public Affairs is an interdisciplinary field, requiring students to have exposure to a wide variety of areas, such as: politics, policy analysis, budgeting and financing, personnel management and law. Some of the most important skills to potential employers include: organizational, analytical, written and oral communication, decision making, leadership, and teamwork. Work in this area requires being able to:

- Analyze data
- Develop and evaluate plans
- Organize people
- Solve problems
- Manage stress

- Speak in public to groups
- Possess good interpersonal and communication skills
- Negotiate budgets



## Career Snapshot: Program Coordinator (Nonprofit Organization)

Program coordinators are responsible for coordinating programs and resources in support of projects that impact multiple departments, systems, or work-flows. Project coordinators essentially work with internal and external parties to organize the various components needed to initiate, run and complete major projects. For example, a youth intake program coordinator for a nonprofit organization would manage the entire intake process, including: initial assessment, meeting with youth individually throughout all phases of the program, helping them set and meet goals, and maintaining communication with the youth's families, school personnel, and criminal justice constituents.

Duties may include conducting outreach to internship sites throughout the duration of youth's internships through regular site visits and phone calls to employers, in addition to maintaining communication with a diverse range of external constituents including lawyers, probation officers, judges, other nonprofit staff, ensuring information is effectively conveyed regarding youth. Program coordinators may also be responsible for devising strategies to address the diverse needs of students at risk in the program; teaching weekly seminars for participants during their internships to help youth process their experiences and continue developing skills focused on during the pre-internship classes; and coordinating schedules and other activities.

## Additional Resources

Baruch Bachelor of Science in Public Affairs  
[www.baruch.cuny.edu/spa/academics/undergraduateprograms/index.php](http://www.baruch.cuny.edu/spa/academics/undergraduateprograms/index.php)

American Society for Public Administration (ASPA)  
[www.aspanet.org](http://www.aspanet.org)

National Association of Schools of Public Affairs and Administration  
[www.naspaa.org](http://www.naspaa.org)

Association for Public Policy Analysis and Management  
[www.appam.org](http://www.appam.org)

Federal Government Information  
[www.usa.gov](http://www.usa.gov)

Presidential Management Fellows Program  
[www.pmf.opm.gov](http://www.pmf.opm.gov)

USA Jobs (Federal)  
[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

U.S. Government's Occupational Outlook Handbook  
<http://bls.gov/oco>

Idealist  
[www.idealists.org](http://www.idealists.org)

Public Service Careers  
[PublicServiceCareers.org](http://PublicServiceCareers.org)

Make the Difference  
[www.makingthedifference.org/federalcareers](http://www.makingthedifference.org/federalcareers)