

UMassAmherst

Career Development &
Professional Connections

Future Higher Education Professionals: Resumes, Cover Letters, Tips & Tools

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Higher Education Admin Job Search: Reflect on & document your practicum

- Vital to think about the learning and how it impacts your goals
- Elicit feedback from your supervisor and peers
- Foster self-awareness and prepare for the job search process

Prioritize What Kind of Opportunities

- What type of institution?
- Type of work?
- Geographical preference
- Consider what is appealing?
- Clues from institution's website: mission statement, core values, curriculum/campus priorities, current/upcoming projects & initiatives, conference presentations
- Check institutional websites & other boards

Build Your Network

- Connect with others in your profession to gain insight into what it's like to work at a certain institution
- Do some informational interviewing (gather & get advice)
- LinkedIn UMass Alumni group, functional interests groups, FB
- Post or comment on articles on social media
- Connect with Professional Associations
- Go to conferences
- Attend professional development meetings

Tweak your Resume & Cover letter

- Ask people in your field for input
- Request an online resume review or appointment with the Career Hub via Handshake in Appointments Request
- <https://umass.joinhandshake.com>
- Tailor your resume and cover letter for each position you are applying for
- 1-2 pages resumes are okay, but one page cover letters
- Include your LinkedIn URL if its ready
- Summary of Qualifications section after contact info is recommended, an objective is not needed – put thoughts in your cover letter

Take your Inventory & Connect the Dots

- Does this position seem like a good fit?
- Do I have a track record that indicates I will excel?
- Graduate Assistantship(s): accomplishments & responsibilities
- Student Leadership Roles
- Internship Experience
- Volunteer/Community Service
- Other Employment

Applying

- Do your research (website, social media)
- Apply online via portals
- Usually have search committees, “Dear Search Committee”
- Okay to try and send to a person in the unit that you have applied. Keep it short & let them know you have applied formally.
- Attach resume and cover letter
- Compile your recommendations or list – whatever they are asking for

Best Websites

- [Higheredjobs.com](https://www.higheredjobs.com)
- [Careercentaur.com](https://www.careercentaur.com)
- [Studentaffairs.com](https://www.studentaffairs.com)
- [Chroniclevitae.com](https://www.chroniclevitae.com)
- [Academiccareers.com](https://www.academiccareers.com)
- [Highered360.com](https://www.highered360.com)
- [Indeed.com](https://www.indeed.com)
- [Glassdoor.com](https://www.glassdoor.com)
- College & University HR websites

Prepare for Interviews

- Crucial to think of answers that reflect concrete examples of your experience
- Desire to work at a given institution
- Qualifications to work in particular dept./role
- Highlights from previous experiences (GA, campus involvements)
- Experiences in collaboration
- Strengths & weaknesses
- Practice Interviews, Use Big Interview
- Presentations may be part of the interview process – so prepare well

Types of Questions

- Standard Q's: Why interested? What do you know about us?
- What is your operating theory of student development?
- What are some best practices you have used in the field.....?
- Behavioral Q's: Tell us about a time you had to resolve a difficult situation? How have handled someone in a group/committee who was oppositional to work with?
- Situational Q's: What would you do if.....How would you advise a student who.....? How would you handle.....?
- **STAR-method answers are best!**
S-Specific T-Task A-Action R-Result

Resources

- Career Development Hub
- Appointments or resume reviews via Handshake
- careerservices@umass.edu for Questions
- www.umass.edu/careers
- Faculty
- Supervisors
- Colleagues in your field

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