

[Dean's Office Student Success \(DOSS\) Program](#) at the McCormack Graduate School in association with the Office for Career Services and Internships, UMass Boston.

JOB SEARCH WORKSHOP FOR GRADUATE STUDENTS



PROGRAM

Quick Overview 12 pm – 12:05 pm

Job Materials Preparation 12:05 pm – 1:05 pm

Deborah Federico, Office of Career Services and Internships, UMass Boston

- Curriculum Vitae/ Resume Design
- Cover Letter

**Job Search Strategies: where, when and how to look? 1:10 pm – 2:10pm
(Non-Academic Jobs)**

Adesuwa Igbineweka, Office of Career Services and Internships, UMass Boston

- Online platforms
- UMB's Handshake

Tips on the Academic Job Search 2:10 pm – 2:30 pm

Professor Kiki Rita Edozie, Dean's Office, McCormack Graduate School, UMass Boston

- **Identifying the Jobs**
 - [Professional Associations](#) (post jobs on their websites; requires membership to access)
 - [The Chronicle](#)
 - [Times Higher Ed](#)
 - [Higher Ed Jobs](#)
 - [Inside Higher Ed](#)
 - [Commonwealth Foundation](#)
 - [Indeed](#)
 - [Institution specific](#) (search the careers section of schools' website)

Sample Job Postings

1. Sample Job Postings	Gerontology_Assistant or Associate Professor_Job Post.pdf
2. Articles an...e Job Search	Gerontology_Assistant or Associate Professor.pdf
3. Teaching Statement	Global Governance and International Policy Theory_Assistant Professor.pdf
4. Research Statement	Global Governance_ Associate Professor.pdf
5. Journals	Global Studies and International Relations _ Associate Teaching Professor.pdf
	Postdoctoral Fellowship_Gerontology.pdf
	Postdoctoral Fellowship_Peace and Human Rights.pdf
	Postdoctoral Research Fellowship_Public Administration.pdf
	Public Administration_Visiting Assistant Professor.pdf
	Public Health Policy and Management_Assistant/Associate Professor.pdf

■ Preparing Academic Job Materials

Cover Letter and CV.

1. Sample Job Postings	1. The Way We Hire Now.pdf
2. Articles an...e Job Search	2. Handout on the Academic Job Search .pdf
3. Teaching Statement	3. Your CV Should Inform. Your Cover Letter Should Persuade.pdf
4. Research Statement	4. Dos and Don'ts for the Academic Job Search_ Letters of Recommendation.pdf
5. Journals	5. When you ask for a letter of Recommendation.PDF
	6. Karen Kelsky On the Writing Sample.pdf
	7. The First Round Interview_Versu.PDF
	8. Negotiation Strategies.pdf

Teaching Statements: Communicating Your Teaching Philosophy

1. Sample Job Postings	1. What's Your Philosophy on Teaching, and Does it Matter.pdf
2. Articles an...e Job Search	2. Writing A Teaching Statement.pdf
3. Teaching Statement	3. Teaching Statement Article with Resource Links.pdf
4. Research Statement	4. Teaching Statement Resource Links.pdf
5. Journals	Sample Teaching Statements
	Collection of Teaching Philosophies Samples_Across Feilds.pdf
	Public Health_Teaching Statement Sample.pdf
	Teaching Statement_Political Science or Government.pdf

Research Statements: What to Include?

1. Sample Job Postings	1. Creating a Research Statement.pdf
2. Articles an...e Job Search	2. Academic Careers_Research Statements.pdf
3. Teaching Statement	Samples
4. Research Statement	Research Statement Sample_International Relstions specialization.pdf
5. Journals	Research Statement_Gender Specializations.pdf
	Research Statement_Gerontology.pdf
	Research Statement_Political Science .pdf
	Research Statement_Political Science2.pdf
	Research Statement_Public Policy and Administration.pdf
	Research Statement_Social Science.pdf
	Research_statment_Public Policy.pdf

