

Finding and Using Graduate Student Resources

Introduction

You are a graduate student. Your hard work and dedication has paid off, and you are on your way to a fulfilling and successful career. Where will this new journey lead? What will you do after graduate school is over? How will you apply knowledge and skills gained in graduate school to the world of work?

You may have many questions regarding how to use your time in graduate school to effectively prepare for your future. There are a wealth of resources available; you just need to know where to look how to use them.

This guide will identify tools to help you make a smooth transition to the next stage of your career. Here you will find information and resources to help you develop and use professional materials, prepare for and obtain work in academia, develop a non-academic job-search strategy, find internships and postdoctoral positions, interview for jobs, negotiate job offers, network with fellow students and experts, market your skills to employers, use other resources through the university, and survive graduate school.

Professional Materials

Whether you are pursuing a tenured faculty position or looking for a job outside of academia; developing professional materials is a critical component of any job search strategy. You may need to prepare a curriculum vita, convert it to a resume, write cover letters, develop research or teaching statements, or prepare a dossier of your credentials. The Career Center offers a fee-based credentials files service. For more information about credentials files, please call 850-644-3459 or view the information online at career.fsu.edu/credentials.

The following online curriculum vita resources may prove helpful:

www.quintcareers.com/curriculum_vitae: Proven success strategies for preparing your CV

www.cvtips.com: collection of resources for writing your CV

You may also find the following Career Center resources helpful for preparing your professional materials:

Writing a Curriculum Vitae guide: career.fsu.edu/employment/resumes/cv-guide.html

The Curriculum Vitae Handbook.....VA A5

How to Prepare Your Curriculum Vitae.....VA J31

From CV to Resume.....VA T45

Sample MBA Resumes.....VA F445 BU

Encyclopedia of Job Winning Resumes.....VA F6

Expert Resumes for Career Changers.....VA E51

Gallery of Best Cover Letters.....VC N6



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Academic Job Search

You may aspire to be an academic. You have all of your professional materials prepared. The next step is to consider your options wisely. Do you want to focus on research or teaching? Where are academic positions posted? A good place to start is networking with people in your department and field, and referring to your professional association's website. The following websites provide helpful information for pursuing an academic career and include academic job postings:

www.universityjobs.com: Extensive database of university faculty and staff job postings

www.chronicle.com: Higher education news and information, including academic job postings

www.insidehighered.com: Academic career advice and higher education job postings

www.academiccareers.com: Global academic job site with teaching and research position postings

www.academic360.com: collection of resources gathered for the academic job hunter including job announcements

www.apnjobs.com: Academic position postings and information to help simplify the academic job search process

The following Career Center resources may also prove helpful when preparing for the academic job search:

Academic Job Search Handbook.....V H4

Professors/Post Secondary Teachers.....IIB 25 1000

Careers in Education.....IIB 25 2000 E3

The Academic Common Market.....3C S6

Job Search Handbook for Educators.....VD M3

Jobs Outside of Academia

You are considering your options outside of academics. Maybe you desire to work within the government, nonprofit, public, or private sector. Some academics choose to work outside the ivory tower for a variety of reasons. The following websites contain helpful information and links to job postings outside of academia:

www.rileyguide.com: Links to websites with job postings in humanities, science, law, government, and more

www.versatilephd.com: Informational site about academic employment realities and nonacademic career options

www.careerchangeformacademics.com: Advice and resources for academics wishing to leave the ivory tower

www.ironstring.com/sellout: Informational site for Ph.D. students considering careers outside of academia

The following Career Center resources may also help in developing a non-academic job search strategy:

Outside the Ivory Tower: A Guide for Academics

Considering Alternative Careers.....IB N4

The Idealist Guide to Nonprofit Careers

for Sector Switchers.....VD P3

The Complete Job Search Handbook.....VD F5

Job Seeker's Online Goldmine.....VD W2

Guide to Internet Job Searching.....VIA

Job Hunter's Sourcebook.....VIA L3

Guide to Working With Executive Recruiters.....VD K42

Career Planning Today - Hire Me!.....V P6

Postdoctoral Positions

A postdoctoral internship (postdoc) is often required for tenure-track faculty and related positions. Students planning to work outside of academics may also wish to complete a postdoc to gain experience and work toward licensure. Many times the best way to obtain a postdoc position is by networking with people in your field and talking with your advisor or other professors. The following websites may also be helpful in obtaining information and finding postdoctoral position listings:

www.nationalpostdoc.org: National Postdoctoral Association

www.postdocjobs.com: Postdoctoral position postings

www.phds.org: Links to postdoctoral job postings

Interviewing and Negotiating

Whether you are planning a career within or outside of academics, learning to interview and negotiate job offers effectively will be a crucial step to securing the position you want. Once you are invited to interview, it is important to know what to expect in terms of the length, agenda, travel arrangements, and technology available. You should also be prepared to give a presentation or seminar on your research or teaching philosophy. Once you have been offered a position, it will be time to negotiate the details, and knowing how to do so effectively will be beneficial. The following resources will be helpful for anyone preparing to interview and negotiate job offers:

Interviewing for a Faculty Position guide: career.fsu.edu/employment/interviews/faculty-guide.html

Negotiating Job Offers guide: career.fsu.edu/employment/negotiating-offers-guide.html

Interviewing and Salary Negotiations.....VB K4

Interview for Success.....VB K7

Perfect Phrases for Negotiating
Salary and Job Offers.....VB D4

Dynamite Salary Negotiations.....VB K71

Dynamite Answers to Interview Questions.....VB K72

Interview Power: Selling Yourself Face to Face.....VB W31

Case in Point: Complete Case Interview Preparation...VB E9

Networking and Survival

Connecting with fellow graduate students and experts is a crucial step in the career development of any professional, especially for those pursuing advanced degrees. Building a network of colleagues will allow you to find the answers to many difficult questions, and will add support to your navigation of graduate school and beyond. The following resources will help you connect with other graduate students around the country and obtain expert advice from mentors online:

www.gradshare.com: Graduate student online community containing expert advice and helpful information

www.hypertope.com: Networking site for researchers, scholars, and PhDs

www.phdData.org: Dissertation database and meeting place for researchers

www.gradresources.org: Survival tips, crisis line, and online mentors for graduate students

Various academic departments have graduate student organizations through which you may obtain a great deal of information and resources relevant to your particular field of study. Additionally, academic departments may have advisory groups and may schedule various workshops or tutorials on preparing for presentations or writing for publication. See **gradschool.fsu.edu** for more information.

Professional Associations

Joining professional associations is a great way to network and get involved as a graduate student and as a professional in your field. Some professional associations specifically designed to help graduate students include:

www.asgs.org: Association for the Support of Graduate Students

www.gwis.org: Graduate Women in Science

www.theleadershipalliance.org: academic consortium dedicated to the development of leaders in academia, business, and the public sector

www.nagps.org: National Association of Graduate and Professional Students

www.nbgsa.org: National Black Graduate Student Association

www.nationalpostdoc.org: National Postdoctoral Association

The Career Center also has resources to help you find associations specifically related to your discipline or career interests:

Encyclopedia of Associations:

National Organizations.....VIE G2

National Trade & Professional

Associations of the U.S.....VIE N3

You can also find relevant professional associations in the Gale Directory Library database available through the FSU library website: **find.galegroup.com/gdl**

Financial Aid Resources

The FSU Graduate School has information on funding, awards, and grants for students. See **gradschool.fsu.edu/funding-awards**, and click on the “Graduate School Fellowships” link for a list of fellowship opportunities.

The following online and Career Center resources may be helpful for locating funding for your graduate education:

www.cgsnet.org: Council of Graduate Schools: find fellowship opportunities under “resources for students” tab

see.orau.org: List of fellowship and scholarship opportunities

Fulbright and Related Grants for Graduate Study,
Graduate Research, Teaching Assistantships.....IIIF B8

Chronicle Financial Aid Guide.....IIIF C45

Yale Daily News Guide to Fellowships and Grants....IIIF M6

Additional information on funding and awards for graduate students is available through the Office of Graduate Fellowships and Awards and Gradspace, both found under the Organizations tab in Blackboard.

The CHOICES computer-assisted career guidance system offers a search engine for financial aid resources. This system can be accessed at the Career Center or online at **www.flchoices.org**

Marketing Your Skills

Developing a portfolio is an excellent way to document and emphasize your skills. The FSU e-Portfolio system (**portfolio.fsu.edu**) is an online tool to assist you in building your portfolio. The Preparing Your Portfolio guide, located at **career.fsu.edu/portfolio/portfoliopreparation.html** will assist you with creating a portfolio to document your skills specific to your discipline. In addition, a portfolio guide designed specifically for students seeking academic positions is available in the Career Center Library, or at **career.fsu.edu/portfolio/portfoliusersguideforfuturefaculty.html**

University-wide Resources

Florida State University provides a number of resources and programs to assist graduate students with their career development.

Gradspace

The Graduate School hosts a Blackboard site specifically designed to assist graduate students, which is located under the Organizations tab. Information and resources are offered on topics related to: funding and awards, policies and procedures, theses and dissertations, professional development, scheduled events and workshops, and graduate student life.

The Program for Instructional Excellence (PIE)

PIE offers many resources for graduate students who act as teaching assistants in their respective academic departments. Some of the opportunities that PIE provides include teaching conferences, workshops, a teaching associate program, individual consultation, observation, and an online resource center. For more information call 644-8004 or visit learningforlife.fsu.edu/ctl/collaborate/PIE

Preparing Future Faculty (PFF)

PFF helps students prepare for future faculty positions. PFF fellows increase their awareness of expectations for faculty performance and resources available to aid in scholarly careers. For additional information about PFF, visit the Preparing Future Faculty section of the Graduate School's website at gradschool.fsu.edu or contact Dr. Judith Devine by phone (644-3501) or email (jdevine@fsu.edu).

Professional Development Workshop Series

The FSU Graduate School offers a series of workshops on a variety of topics for graduate students. For a list of scheduled workshops visit the Professional Development section of the Graduate School's website at gradschool.fsu.edu

The Congress of Graduate Students (COGS)

COGS is the student government organization for graduate students. They provide funding and support for participation in academic conferences, dissertation research, childcare, and graduate student organizations. The office is located in Room 245 of the Student Life Building. For more information, visit their website (www.fsu.edu/~sga), call (644-7166), or e-mail (bspeck@admin.fsu.edu).

International Graduate Students and Relocaters

The Florida State University Center for Global Engagement, located at 110 South Woodward Ave, offers an array of services, including: F1, J1, and H1-B Visa information, a scholar exchange program, relocation information, conversation clubs, and a variety of events and workshops. Please call 645-1424 or visit their website at www.cge.fsu.edu for more information.

Going Global is a website hosted by FSU's Career Center that contains job and internship postings abroad. Also included is an international employer directory, career guides specific to different countries, and H1-B Visa information. Going Global is available through secure apps on Blackboard

You may also find helpful information through the International Careers Consortium: www.intlcareers.org, where you can connect with international student advisors and education abroad professionals.

If you are planning to relocate, learning about the geographic areas you are considering for employment possibilities will assist you in making a well-informed decision. Some of our print resources include:

- Chamber of Commerce Information.....File 6F
- World Chamber of Commerce Directory..... VIC W71
- Places Rated Almanac.....VID U.S. B6
- Kiss, Bow or Shake Hands.....VIC M56

The following relocation websites may also be helpful:

www.bestplaces.net: information on cost of living, jobs, city guides, and results from various studies

www.movers.com: Local, long-distance, and international relocation tools, including moving guides

www.homefair.com: City reports, move planners, and financial calculators

Life Changes and Transitions

The Career Center also offers a variety of resources that pertain to life changes and career transitions. Listed below is a sample of our library's contents related to these topics:

- What Color is Your Parachute?.....IA B6
- Creating a Life Worth Living.....IA L55
- Wishcraft: How To Get What You Really Want.....IA S5
- Career Change.....IB H4
- The Road to Self Employment.....IIB 11-1021.02 N6
- Women in Career & Life Transitions.....IG4 A5

The websites listed in this guide are meant to be helpful resources providing supplemental information to assist graduate students with their career development. However, the inclusion of these links should not be interpreted as an endorsement by The Career Center.



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