Potential Careers

NMU’s Public Administration Program prepares students for employment in the following careers:

Occupations

Assistant to City Council/Mayor
Branch Director
Budget Officer
Department Administrator
Department Head
City/County Manager
Program Evaluator/Analyst
Program Manager
School Administrator
Town/Township Manager

Additional Resources and Info

For Career Planning and Opportunities:

Academic & Career Advisement Center
3302.1 C.B. Hedgcock
906-227-2971
103 Jacobetti Complex
906-227-2283

www.nmu.edu/acac

Department of Political Science
208 Cobodas
906-227-2019

www.nmu.edu/politicalscience

For Job Search, Resume and Career Information:

Career Services
3302.3 C.B. Hedgcock
906-227-2800

www.nmu.edu/careers

For Information about NMU Student Organizations Associated with this Major Contact:

Center for Student Enrichment
1206 University Center
906-227-2439

www.nmu.edu/cse

Internet Resource Links:

www.careers.org
www.careerresource.net

For Career Information with National Organizations:

www.icma.org International City Management Association
www.aspsanet.org The American Association for Public Administration

Current as of Fall 2015

Provided by:

The Academic & Career Advisement Center
Public Administration

Would working in a municipal, state or federal government appeal to you? Does policy-making and coordinating work with elected officials seem interesting? Are you attracted to the fields of management, political science, and business? If you answered yes, then Public Administration could be the right major for you.

This major is offered by the Political Science department and provide students a foundation in which to understand the national and political processes at work in our country. A student in this major would take a core set of classes in political science as well as have exposure to specific public administration coursework. Internships in public administration are secured for qualified juniors and seniors. Internships are available at the local, state and national levels. Competitive scholarships for student interns in the nation’s capitol are also available through the NMU/Washington Center internship program.

Public Administrators work in a wide range of areas, but generally are experts in public management and administrative techniques. They typically manage the day-to-day operations of government and public service agencies. A person with this degree may work in municipal, special district, county, state or federal governments as well as for medium and large-sized non-profit organizations.

Skills and Competencies

A person interested in this major should have the ability to work well with others, motivate individuals, and build teams. The ability to analyze and interpret data, recognize problems, devise solutions and perform well under deadlines is important. A strong sense of civic responsibility, integrity, and political neutrality while at work is essential for someone interested in pursuing this major. A proficiency in reading, writing and speaking is central to success in this major.

Course Work

This degree includes the following courses as part of the program requirements, and specific major requirements along with liberal studies and graduation requirements.

Core (30 cr.)
PS 105 American Government (4 cr.)
PS 202 Seminar in Public Policy Analysis (4 cr.)
PS 302 Methods of Public Policy Analysis (4 cr.)
PS 307 Principles of Public Administration (4 cr.)
PS 309 State and Local Government (4 cr.)
PS 490 Senior Seminar (2 cr.)
MGT 240 Organizational Behavior/Management (4 cr.)
MGT 343 Human Resource Management (4 cr.)

Political Science Electives (8 credits)
Choose from the following:
PS 341 Social Welfare Policy (4 cr.)
PS 402 Political Economy (4 cr.)
PS 436 Classic Readings in Public Administration (4 cr.)
PS 491 Internship in Public Policy or Law (2-4 cr.)
PS 495 Special Problems in Political Science (1-4 cr.)
PS 496 Directed Study in Political Science (1-4 cr.)
MGT 412 Compensation Design/Administration (4 cr.)
MGT 417 Organizational Theory, Structure and Design (4 cr.)
MGT 424 Conflict Management/Collective Bargaining (4 cr.)
MGT 491 Internship in Management (1-4 cr.)
SP 421 Organizational Communication (4 cr.)
SP 432 Environmental Communication (4 cr.)

Required Minor (20 cr.)

Detailed course descriptions can be found at www.nmu.edu/bulletin.

Career Development

You should begin the resume-building process as soon as you can. The Academic and Career Advisement Center can assist you with career planning, while Career Services will help you fine tune your resume and look for jobs related to your field. In the meantime, the more hands-on experience you have, the better the chances are that you will find a job. Becoming involved in a professional related internship is a way to develop your professional skills and gain experience. Your academic course work is important as well, so be sure to maintain a high grade point average.

Additional Considerations

Almost all individuals pursue a Master’s Degree in this field. Make sure you send your applications in early and take all necessary exams for entrance into graduate programs.

A Ph.D. is usually necessary for positions in higher education; teaching or administration.

Job Outlook

Starting salaries are contingent upon geographic location and the individual applicant’s work experience and initiative, and usually range from $30,000 to $40,000. The field is growing faster than aver-age and will expand by 17% in the coming years.