

How to learn more about higher-ed admin careers

- <https://www.higheredjobs.com/admin/> - Huge listing of jobs. You can set up “job agents,” which automatically send you email digests of job ads that meet your criteria
- <https://www.higheredjobs.com/career/> - Same website. Sample resumes, salary info, etc.
- Professional organization listservs: these regularly feature job postings and also give you an idea of what kinds of questions the professional community are thinking about, conferences, resources, etc.
 - POD Network, educational development:
<https://podnetwork.org/resources/open-discussion-group/>
 - Higher Education Service-Learning:
<https://groups.google.com/a/nylc.org/g/he-sl-listserv>
 - Education Abroad: <http://inted.oie.buffalo.edu/studyabroad/secussl/index.htm>
- Informational interviews
 - Remember that people are often open even to “tenuous” links: if you are currently in the same institution, or if you graduated from the same institution, or if you have a contact in common, you can mention this when you reach out to them
- Not specific to higher-ed admin positions, but some universities have web pages for current employees - sometimes that info is more relevant than what’s on the careers center site
 - For those affiliated with a University of California, yournextstep gives concrete, relevant suggestions on everything from resumes to developing a personal pitch:
uc.yournextstep.com