

# Job Market Resources and Timeline

This is an overview of the resources available at Brown for students entering the job market, with a general timeline for the process.

## **Career Development Center**

<http://careerdevelopment.brown.edu/grads>

[careerdevelopment@brown.edu](mailto:careerdevelopment@brown.edu)

The Hemisphere Building, 167 Angell Street

The CDC offers individual, confidential counseling sessions; graduate student walk-ins for quick questions, such as resume and CV critiques; programs and workshops tailored to the type of job search you will be conducting, and tips on applying for faculty positions, post-docs, and non-tenure track careers as well as interviewing tips and helpful hints for negotiating compensation.

## **Brown University Writing Center**

[http://www.brown.edu/Student\\_Services/Writing\\_Center](http://www.brown.edu/Student_Services/Writing_Center)

[Writing\\_Center@brown.edu](mailto:Writing_Center@brown.edu)

Room 213, J. Walter Wilson, 69 Brown Street

The Writing Center can be especially helpful for international students whose first language is not English. The Writing Center offers one-in-one conferences and various workshops. They can review your resume, CV or a chapter from your dissertation to make sure your written English is perfect.

## **The Sheridan Center for Teaching and Learning**

[http://www.brown.edu/Administration/Sheridan\\_Center](http://www.brown.edu/Administration/Sheridan_Center)

[Sheridan\\_Center@brown.edu](mailto:Sheridan_Center@brown.edu)

96 Waterman Street

The Center offers free, confidential consultations and can help you put together a teaching portfolio for your application package. They also offer a Teaching Portfolio Handbook that is available online at

[http://www.brown.edu/Administration/Sheridan\\_Center/teaching/documents/TeachingPortfolio.pdf](http://www.brown.edu/Administration/Sheridan_Center/teaching/documents/TeachingPortfolio.pdf)

## **Brown Training Workshops**

Brown offers a number of training workshops available through <http://training.brown.edu>. Keep checking back for new offerings. Some past sessions are: CVs and Cover Letters for the Academic Job Search, How to Find the Right Post-Doc, and the Academic Job Search Demystified – Humanities/Social Sciences.

## **Department Workshops**

The Political Science department offers informal sessions on the academic and non-academic job markets with faculty members and others.

## **Your Dissertation Committee**

Your dissertation committee can be one of your best resources. They know your project and your background well, and they are invested in your success. They can review all your application materials from your CV and cover letter to your teaching portfolio and the selection of writing materials. They can also give you advice about the interview process and negotiating an offer.

## **The DGS**

The DGS can also provide feedback on your application package (cv, cover letter, etc.) as well as general perspective and advice on the process. If you want to talk through your general career goals with someone outside your committee, check with the DGS.

## **Mock Job Talk**

Once you have an interview scheduled, the department will organize a mock job talk for you so that you can practice the talk and receive feedback from faculty and other graduate students. This is an extremely valuable resource. Contact Suzanne for scheduling.

## **Key Books**

For academic careers:

**The Academic Job Search Handbook**, by Julie Miller Vick and Jennifer S. Furlong (University of Pennsylvania Press, 2008).

For non-academic careers:

(available in the Career Services library)

**Outside the Ivory Tower: A Guide for Academics Considering Alternative Careers**, by Margaret Newhouse (Harvard University Press, 1993).

**So What Are You Going to Do with That?: A Guide for M.A.'s and Ph.D.'s Seeking Careers Outside the Academy**, by Maggie Debelius and Susan E. Basalla (Farrar, Strauss & Giroux, 2001).

## **Timeline**

Being on the job market should not take up a tremendous amount of your time, but it will require you to start taking care of things sooner than you might think. Most deadlines for academic jobs (especially tenure-track) are in September and October. In order to meet these deadlines with the strongest possible package, you'll need to start getting ready in the spring.

April – If you expect to go on the market in the fall, talk with your committee members about your plans and about where your dissertation project stands. Make sure that they think you are ready and are confident about your ability to complete the dissertation in the upcoming academic year. A general rule of thumb is that you should have at least two or three chapters of the dissertation completed when you apply for jobs. If it is an empirical project, you'll need at least one empirical chapter completed. You need to be able to make a compelling case (based on what you have accomplished so far) that you will complete the dissertation prior to starting the job. In addition, you should ask your committee members what they'll need from you in order to write letters (e.g., updated cv, copies of any publications, teaching evals, dissertation chapters, dissertation outline, etc.etc.) and when they will need to have these materials.

Summer – Contact committee members to request letters of recommendation and plan to distribute whatever materials they have requested of you for the purpose of writing the letters. Take copies of your cv and drafts of cover letter, research statement, etc. to the CSC and/or writing center or DGS for review.

Late summer/early fall – Search the APSA job bulletin for advertisements and begin putting your applications together. Circulate copies of your cv, cover letter, and research statement to committee members for feedback. Talk to your committee about the jobs you're especially interested in. If they know people at those schools, they may be able to contact them directly to promote you. Pick up a packet of letterhead and envelopes from Suzanne.

October – Consider applying to the Brown/Wheaton Faculty Fellows program to teach a one-semester course at Wheaton the following year. The deadline is November 1. This can be a good way to hedge your bets against a tough academic market – it can provide a reasonably good fallback position in case nothing more desirable comes through on your first try. See <http://gradschool.brown.edu/go/brownwheatonfellows> for more information.

Winter– Continue scanning the APSA job bulletin for ads posted late. Temporary positions and postdocs are often advertised later than tenure-track slots.

Spring – If you are still looking in the spring, consider contacting local colleges and universities directly to inquire about temporary or adjunct positions. Sometimes these positions materialize too late to be advertised. Email department chairs to inquire.

When you get an interview, talk to your committee members as well as the DGS for advice about the process, and make sure to do a practice job talk. Review the department handouts on interviewing and the job talk (in binder in the graduate library). Finally, once you have an offer, talk to your committee members about it before beginning negotiations. They can give lots of valuable advice about what to ask for and how to negotiate.