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Business

Red White & Blue

Business JOBS

Using Your Business Skills to Invest in America



PARTNERSHIP
FOR
PUBLIC SERVICE

www.calltoserve.org



PARTNERSHIP FOR PUBLIC SERVICE

www.ourpublicservice.org

The Partnership for Public Service is a nonpartisan, nonprofit organization dedicated to recruiting and retaining excellence in the federal civil service.

Through an aggressive campaign of agency reform, legislative advocacy, focused research and educational efforts, the Partnership encourages talented people to choose federal service for some or all of their careers and works with the government to help retain high-achieving federal employees.

A Call to Serve: Leaders in Education Allied for Public Service

www.calltoserve.org

The Partnership for Public Service has joined with the U.S. Office of Personnel Management to develop a national initiative, A Call to Serve: Leaders in Education Allied for Public Service, to educate a new generation about the importance of a strong civil service, help reestablish links between federal agencies and campuses, and provide students with information about federal jobs.

A Call to Serve was launched in April 2002 on the campus of The George Washington University in Washington, D.C.

The Red, White and Blue Jobs Handbook Series

All the Information You Need About Federal Job Opportunities – Based on Your Major

No matter what your major, the federal government offers major opportunities to advance your career while making a difference. There are literally thousands of federal jobs that match your interests or aspirations – and over 80% are located outside Washington, DC.

Finding and applying for these great jobs can seem daunting, but these handbooks offer all the information you need to succeed. Find out what kinds of opportunities await you in the federal government, how to find and apply for federal jobs, and the benefits of working for Uncle Sam – all based on your major.

Visit calltoserve.org for more information on The Red, White and Blue Jobs Handbook Series.

Why *Business Majors* Should Consider a *Government Job*

In our increasingly complex and challenging world, Uncle Sam is looking for people with business and management skills. Here's why you should consider bringing your skills to the federal government.

1

Make a Difference – The federal government has an impact on the lives of every American, and so can you working for Uncle Sam.

2

The Government is Hiring – While prospects for finding a good job in the private sector shift with the prevailing economic winds, there are many exciting opportunities in the federal government. Last year, federal agencies hired thousands of new employees in business, accounting and budget-related positions, and they need to hire 250,000 new employees in the next few years.

3

Find the Right Job for You – There are literally thousands of federal jobs that match your interests or aspirations. You can use your business skills to protect the environment, strengthen the nation's security, enhance international trade, help kids get a good education, or fight crime.

4

Build Your Resume – Serving your country can also serve your future as a great resume builder. You can gain real hands-on experience and develop marketable skills doing work that matters.

5

Advance Your Career – Because more than 70 percent of federal senior executives are expected to retire in the next few years, opportunities abound to gain more responsibility and achieve management and leadership positions quicker than you might expect.

6

Work Just About Anywhere – You can work for the government in your hometown, in any of the 50 states, or 180 countries where the U.S. has an embassy or consulate. The world truly is your oyster.

7

Get the Benefits of Government Work – The total package of pay, health and child care benefits, and retirement savings plans are competitive with those offered in the private sector. Your financial future is on solid footing in the federal government.

8

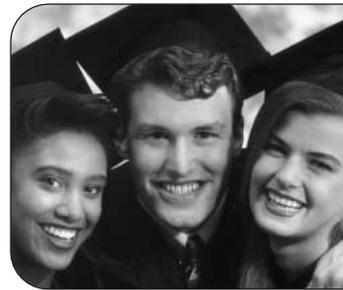
Continue Your Education – The government offers some of the best advanced education and training assistance opportunities in the country. You can complete a graduate degree or executive program at your local college or university while working for Uncle Sam.

9

Work with People Who Reflect the Diversity of America – The federal government is a leader in providing real opportunities for career growth to all Americans regardless of gender, race, ethnicity, sexual orientation or disability. The government simply wants the best and the brightest.

10

Get a life! – Unlike many private sector employers, the federal government offers a variety of programs – from flexible work schedules to telecommuting – to make life easier for its employees.



What *Can I Do* in Government with *My Major*?

This listing of business-related majors matched with relevant jobs can give you a good idea of career opportunities available in the federal government.

For more federal jobs listed by degree, visit the U.S. Office of Personnel Management's Web site at www.usajobs.opm.gov/ei23.htm.

Accounting

- Accountant
- Auditor
- Contract Specialist
- Financial Administrator
- Financial Institution Examiner
- Financial Manager
- Intelligence Specialist
- Internal Revenue Agent

Business

- Budget Analyst
- Business and Industry Specialist
- Contract Specialist
- Import Specialist
- Internal Revenue Officer
- Quality Assurance Specialist
- Trade Specialist

Economics

- Budget Analyst
- Contract Specialist
- Economist
- Financial Analyst
- Financial Institution Examiner
- Loan Specialist
- Trade Specialist
- Transportation Industrial Analyst

Employee/Labor Relations

- Contractor Industrial Relations Specialist
- Employee Relations Specialist
- Hearing and Appeals Specialist
- Labor Management Relations Examiner
- Labor Relations Specialist
- Workers Compensation Claims Examiner

Finance

- Appraiser
- Assessor
- Budget Analyst
- Financial Administrator
- Financial Analyst
- Financial Institution Examiner
- Securities Compliance Examiner
- Tax Examiner
- Trade Specialist

Management Information Systems

- Computer Science Specialist
- Financial Manager
- Logistics Management Specialist
- Management Analyst
- Operations Research Analyst
- Program Manager

Did You Know?

Accounting is one of the top five majors sought by government employers, according to a recent National Association of Colleges and Employers (NACE) survey.

Management

- Management Analyst
- Manpower Development Specialist
- Program Analyst

Marketing

- Agricultural Marketing Specialist
- Business and Industry Specialist
- Bond Sales Promotion Representative
- Communications Specialist
- Editor
- Public Affairs Specialist
- Technical Writer
- Trade Specialist
- Writer

Find and Apply for Federal Jobs Online

USAJOBS at www.usajobs.opm.gov is a great place to begin your job search. Because it is administered by the U.S. Office of Personnel Management, the federal government's human resources agency, it has a frequently updated listing of all federal job openings. You can also build your resume and learn about the federal jobs that best match your interests. Studentjobs.gov was specifically designed by the U.S. Office of Personnel Management as a place for students to search for jobs, create a job seeker's profile and build an electronic resume.

Get the facts on applying for federal jobs and the benefits of government work at Monster Public Service (publicservice.monster.com), the Partnership for Public Service's online collaboration with leading global careers Web site Monster.

Tips for *Landing a Government Job*

With thousands of federal jobs out there, it's easy to feel overwhelmed. These handy tips can help you stay sane as you search for the right job.

- **Explore Your Options:** Remember, about 84 percent of federal jobs are located outside of Washington, DC. There are job opportunities in agencies in every state and around the world.
- **Know Who Does the Hiring:** With over 1.8 million government jobs to keep track of, it only makes sense for each federal agency to hire its own employees. Be sure to research the federal agencies you're interested in and learn about their hiring practices.
- **Target Your Search:** There are more than 70 departments and agencies in the executive branch, and each employs anywhere from 20 to 300,000 employees. Check out the *A Call to Serve* section of ourpublicservice.org for information on what each agency does, its organization and its locations.
- **Be Prepared:** Read job postings carefully to successfully complete the federal government's job application process. Learn the language of federal employment at publicservice.monster.com/articles/lingo/.
- **Be Patient:** The application process takes longer than most job seekers would like, even for qualified applicants. If you email your application and then don't hear anything for several weeks, don't panic.

Did You Know?

Most private sector employers are hiring fewer new college graduates than in years past, but not the federal government. It expects to hire over 16% more new grads this year.

Making a Difference

Angelica Mendoza of the U.S. Department of Commerce

Angelica works as an international trade analyst at the International Trade Administration of the U.S. Department of Commerce. "Since I've been here, it's been so much more than what I expected," she said of her work. "I've traveled to the most remote and obscure parts of the world. The issues we work on have a large domestic and global impact."

She has visited the People's Republic of China to enforce international trade laws and helps prepare department negotiators as they work with their foreign counterparts to find solutions to potential trade disputes.

She's making her mark even though she's new to her career. "I've been here for a little over two years, but I've become an in-house expert on issues that have come up recently," she said. "Some people who have been here for decades ask me for advice on a new issue. It's rewarding to be a part of that."





Intern with Uncle Sam

The federal government offers a wide range of opportunities for summer internships and employment opportunities during the school year. You can make contacts within government while working in a field that interests you – and, in some cases, you can get school credit, too. Internships may also give you a leg up in landing a full-time government job after graduation.

Each federal agency runs its own internship program, so check their Web sites or contact them directly to learn more about these opportunities. Visit www.calltoserve.org for a listing of federal agencies.

There are two types of federal student employment opportunities, both of which offer flexible work schedules and enable students to work year-round:

- **The Student Career Experience Program (SCEP)**, sometimes referred to as the Co-op program, offers work experiences directly related to your academic major and provides formal periods of work and study while you're attending school. Learn more at: www.opm.gov/employ/students/index.htm.
- **The Student Temporary Employment Program (STEP)** offers students paid part-time jobs during the school year or full-time summer jobs that do not need to be related to your major. Get the details at: www.opm.gov/employ/students/index.htm.

Did You Know?

The top two reasons women leave the private sector are lack of workplace flexibility and the “glass ceiling” according to a 2001 Catalyst Foundation survey.

The federal government is doing something about both. It offers flexible work schedules, child care subsidies and telecommuting to better balance work and family life, and the percentage of women in federal senior executive positions is more than double that of women on the boards of Fortune 500 companies.

Making a Difference

Andrew Gilmour, U.S. Department of Defense

Andrew serves as an industrial and financial analyst at the Defense Department. He joined the department as a Presidential Management Intern (PMI) and has held a variety of defense technology jobs focusing on globalization and security.

“My job involves addressing complex problems with committed co-workers, capable leadership, and a changing array of interested parties,” he said. “As my boss says, at the end of the day, the men and women in uniform will be the first judges of our success in meeting the complex financial and industrial challenges facing the Defense Department. There aren't many jobs where you get to work in such circumstances.”

Making a *Difference*

Kate Besleme, Office of Management and Budget (OMB)

Kate puts her MBA to work at OMB as a program examiner identifying budgetary implications of policy decisions for the U.S. Department of the Interior, an agency with an annual budget of \$10 billion. She also works with the agency and other OMB staff to prepare the President's annual budget.

"The policy issues are almost always diverse, complex, and politically sensitive, and often involve billions of dollars in resources," she said. Her work has also had an impact on people in need. She helped develop the legislative response to fires in Los Alamos, New Mexico. "Being able to impact the lives of the many victims of the fire provided a sense of fulfillment and accomplishment that is unique to the public sector."

Loan Repayment Assistance

Salary is not the only way to make money. Federal agencies may also offer loan repayment assistance of up to \$6,000 a year – \$40,000 total – per person, for certain positions if employees agree to work for the agency for not less than three years; this is something that should be asked about on a case-by-case basis.



Get On the Fast Track

The Federal Career Intern Program brings talented people into government at the entry level for a two-year appointment. After two years, successful federal career interns can become regular federal civil service employees. Do you have what it takes? Find out at:

www.opm.gov/careerintern/index.htm.

The Outstanding Scholar Program allows some federal agencies to directly hire entry-level applicants who have maintained an undergraduate GPA of 3.5 or better, or who graduated in the upper 10 percent of their graduating class or major. If that's you, get the details at:

www.opm.gov/employ/luevano.htm.

The Presidential Management Intern (PMI) Program is a prestigious two-year program open to all students who have just completed graduate school, but applicants must first receive a nomination from their school before participating in its rigorous evaluation and assessments process.

Finalists may then apply for PMI positions at participating federal agencies. Finalists are not guaranteed a job, but most are offered one. Learn more at: www.pmi.opm.gov.



Uncle Sam Wants Business Majors

The U.S. Department of Labor's MBA Outreach Program

The Labor Department needs MBAs to work in budgeting, fiscal planning, financial management, human resources, information technology, procurement and other programs in offices nationwide. That's why it started the MBA Outreach Program to offer MBAs mentoring and career development opportunities so they can build skills needed for future career advancement within the department.

Successful applicants may receive recruitment bonuses or student loan repayment opportunities. Learn more at: www.dol.gov/oasam/doljobs/MBA_Outreach_Program/mba_outreach_page1.htm.



Two U.S. Air Force Programs for Business Students

The Copper Cap Training Program prepares undergraduate business students and MBAs for civilian work in the Air Force. Trainees work on contracting projects involving everything from complex aerospace systems to high-performance aircraft. Positions are available nationwide. Check out www.afpc.randolph.af.mil/cp/CCP/copperc.htm for more information.

The Financial Management Career Program offers full-time training over three years for individuals interested in financial management. Interns serve as financial managers and advisors to Air Force commanders while learning how to budget, perform economic analysis and manage financial systems.

Recruiting is ongoing for budget analysts, auditors, accountants, and financial management specialists at Air Force bases around the nation. Get the details at: www.afpc.randolph.af.mil/cp/fmcp/paqweb.htm.

Did You Know?

The Defense Finance and Accounting Service is the world's largest finance and accounting organization, with 15,000 civilian employees who provide financial and accounting services for the Department of Defense.

Money Talks: CEOs Say Public Service Matters

“Our government can be no better than the people who serve it. We must once again make government service a career of choice among the nation’s best and brightest.”

– Norman R. Augustine, former CEO of Lockheed Martin Corp.

“At Disney, we work at making magic, but there is nothing more magical than helping others. This is what public service is all about.”

– Michael Eisner, CEO of the Walt Disney Company

“For government to become more effective and innovative, we need to hire the most talented people we can find – those who desire to learn and create new solutions, as well as those whose wisdom is built upon solid experience.”

– Bernard Marcus, co-founder and chairman of the board, The Home Depot, Inc.

“In order for government to lead within our democracy, all of us – from every corner of our society – must do what we can to ensure that the best and brightest among us see civil service as a calling of high esteem and prestige. Anything we in the private sector can do to help our government attract and retain leaders we can and must do.”

– Jeffrey Swartz, president & CEO, Timberland Company

“There is an abundance of government jobs available throughout the United States, making now a great time for young people to consider government service a viable career option. We need to rekindle the spirit of public service in America – and young people can lead the way. ”

– Jeff Taylor, founder and chairman of Monster



How Do I Apply?

Applicants usually must submit a resume, a description of relevant knowledge, skills and abilities, and any supporting information called for in the job announcement.

The information currently on your resume may not be enough to satisfy government employers. OPM’s “Applying for a Federal Job” booklet

(www.opm.gov/forms/pdfimage/of0510.pdf) lists all the information you need to apply for federal employment.

One way to make sure you’ve got all your bases covered is to print yourself an “Optional Application for Federal Employment” form

(www.opm.gov/forms/pdf_fill/of0612.pdf) that is the closest thing to a federal resume and can be used as part of your application for virtually any federal job.

Red, White and Blue Jobs: *Finding a Great Job* in the Federal Government

The Partnership for Public Service has published a handbook to better connect you with federal employment opportunities.



It has information for students and graduates about federal government employers (including links to their Web sites) and describes the many benefits of working for Uncle Sam.

*Download a free PDF version at:
www.calltoserve.org.*

“Let public service be a proud and lively career. And let every man and woman who works in any area of our national government, in any branch, at any level, be able to say with pride and with honor in future years: ‘I served the United States government in that hour of our nation’s need.’”

**– John F. Kennedy,
35th President of the
United States**

“Public service in America today is not just another job. It’s an important act of citizenship.”

**– George W. Bush,
43rd President of the
United States**



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