

JOB INFORMATION

PREPARING MATERIALS

The first step to applying for jobs is to have your materials prepared. This will include a resume or curriculum vitae and a cover letter, as well as other supplemental materials. Sam Houston has an office of Career Services (<https://www.shsu.edu/dept/career-services/>) that has a wealth of information and resources on preparing materials. This includes templates for resumes and letters (<http://www.shsu.edu/dept/career-services/students/ResumesandCoverLetters.html>). They also offer one-to-one services that include reviewing your cover letter and resume and interview coaching for distance education students (<http://www.shsu.edu/dept/career-services/online-students/online-learners-index.html>). There is a wealth of resources available at Career Services that we strongly encourage you to take advantage of.

HOW TO PRESENT YOURSELF

Sociology provides many tools and skills to be successful in an array of jobs. While how to present yourself and your sociological training varies by occupation, research by the American Sociological Association finds that the following skills and competencies are appealing across a range of occupations:

- **Conduct Research and Analyze Data**
 - Quantitative and/or qualitative skills, program evaluation, and proposal and grant writing
 - Evaluate data, data collection, and research methods
 - Develop evidence-based arguments
- **Communication**
 - Written (e.g., report writing) and presentation skills
- **Critical Thinking**
- **Multiple Perspectives**
 - Capacity to understand and analyze issues, problems, and data from different perspectives.
 - Knowledge and experience of different socio-demographic groups

SEARCHING FOR JOBS

Job postings can vary a lot. Use smart and varied keyword searches (e.g., Sociology, Social Sciences, Statistics, Research methods, quantitative research, SPSS, evaluation research), and varied job title possibilities e.g. data analyst, research analyst, research associate, evaluation

researcher, and policy analyst. Do not just look for jobs with “sociology” in the advertisement. And, do not discount jobs for applicants with a BA or BS. Some of these jobs actually pay well, and will give you experience you need to apply for more advanced positions.

PLACES TO LOOK*

1. SimplyHired is a general website (general in the sense of no specific geographic or skill set area). Search using terms such as “data analysis,” “market research,” “quantitative methods,” and so forth. Also check <http://www.projobnetwork.com/Home/Index> for a good general job search site.

2. American Evaluation Association: <http://www.eval.org>

3. Chronicle of Higher Education (Academic and non-academic jobs): www.chronicle.com

4. ASA jobs bank (this is mostly academic jobs but also as applied jobs): www.asa.org

* Note that the ASA job bank requires a fee to access.

5. Local, state, and federal government job listings. States often have databases of government jobs. For example, in Texas the Texas Workforce Commission maintains a database:

<http://www.twc.state.tx.us/jobseekers/job-search>

6. American Association for Public Opinion Research: www.aapor.org

7. Marketing Research Association: www.marketingresearch.org

8. Look at individual companies that might hire analyst and market researchers.

9. Public schools and universities hire people to analyze institutional data (collect and analyze data). At universities, the department is usually called Institutional Research. In K-12, there are usually only a few people that do this kind of work but check some TEA job search engines available that compile jobs from the districts and regional service centers. And, also check the universities’ and schools’ employment sites.

10. Market research companies. There is a list at:

http://www.bluebook.org/marketing_research_firms_and_services.cfm?Texas&state=TX&state_name=Texas

11. NuStats (www.nustats.com), and SEDL which do a lot of survey research. Job availability for NuStat and SEDL probably intermittent so keep checking their websites.

12. Sites for local, national and international non-profit e.g. United Way, Human Rights Campaign, Capital Area Food Bank.

13. USAJOBS: www.usajobs.gov

14. For non-profit positions, see

<http://www.greenlights.org/jobs/nonprofit-jobs>

<http://www.idealists.org/>

<http://tano.org/career-center/job-listings/>

<https://cnmconnect.org/jobs/>

15. Jobs in the health sector: www.Academyhealth.org

16: Riley Guide: Jobs and Careers in Social Science Fields:

<http://www.rileyguide.com/social.html>

17. Jobs in social services: www.SocialService.com

* This list was compiled with the help of materials from Dr. Patti Giuffre at Texas State University