



# A Guide to International Studies Career Options

## What Can I do with a Bachelor's Degree in International Studies?

### General Job Areas

Administrative Offices	Army Recruitment Offices	Charter Schools
Diplomacy	Economic/Political Development	Federal/State/County Government Offices
Global Logistics	Government/Legislative Services	Human Resources
Human Services	International Advancement Programs	International Bank Management
Business/Banking/Finance-International	International Development	INTL Institutions (IMF, WB, UN, NATO)
International Insurance Groups	International Newspapers & Magazines	International News Reporting
International Security Services	Language Services (Interpreting, translating)	Private/Non-profit Management
Market Research	Overseas Security Councils	Management
Relief Organizations (Red Cross)	Study Abroad Offices	Tourism
Trade Commissions	Travel Services	World Health Organizations

### Corporate Business Area:

#### Minors that compliment an INS degree for careers in **Corporate Business:**

- ✓ Management
- ✓ Business
- ✓ International Business
- ✓ Economics
- ✓ Marketing

Archivist	Branch Banker	Claims Analyst
Demographer	Economic Development	Financer Manager
Human Resources Manager	Import/Export Coordinator	International Bank Teller
Investigator	Litigation Associate	Market Research Analyst
Product Marketing Manager	Trade Specialist	Trade Specialist Researcher
















### Social Justice/Non-Profit Area:

 Caseworker for Refugee Organizations	 Charity Organization Programmer	 Communications Director
 Community Relations Manager	 Development Officer	 Disaster Relief Officer/Program
 Director of Volunteer	 Health Advisor	 Immigration Officer
 International Program Officer	 International Student Support	 Journalist

Minors that compliment an INS degree for careers in **Social Justice/Non-Profit Area:**

- ✓ Anthropology
- ✓ Psychology
- ✓ Sociology

### Government/Public Policy

 Budget Analyst	 Chief Information Officer	 Congressional Aid
 Diplomat	 Foreign Affairs Analyst	 Foreign Affairs Officer
 Foreign News	 Foreign Policy Analyst	 International Planner
 International Planner	 Language Interpreter	 Language Specialist
 Language Translator	 Legislative Correspondent	 Senate Aid

Minors that compliment an INS degree for careers in **Government/Public Policy:**

-  Africana Studies
-  Anthropology
-  Any Business Minor
-  Economics
-  Ecosystem Science & Policy
-  Geography
-  Latin American Studies
-  Marine Affairs
-  Modern Languages
-  Political Science
-  Public Relations

## Internship Position Possibilities

-  Civil Rights Law Clerk Intern
-  Development Intern
-  Foreign Policy Research Intern
-  General Counsel Intern
-  Human Resources Intern
-  International Development Intern
-  International Finance Intern
-  Legislative and Public Affairs Intern
-  Management and Mitigation Intern
-  Marketing and Communications Intern
-  Paralegal Intern
-  Public Policy Intern
-  Research Assistant
-  Research Intern
-  Senate Aid Intern
-  Volunteer Program Intern



For more Internship opportunities click on the above Hire A Cane logo link or click their website below:

<http://www.sa.miami.edu/toppel/mainsite/Students/Internships.aspx>

## Job Descriptions

### Business

**Archivist:** An archivist is a professional who assesses, collects, organizes, preserves and provides access to information that is deemed to have long-term value. The type of information they have control over includes, but is not limited to, media, letters, documents and photographs. Archivists also appraise new collections and have to keep in mind the cost of storing and preserving certain types of documents and records.

**Branch Banker:** A branch banker establishes and maintains relationships with individuals and business customers, provides assistance, and helps with any problems customers may experience. They examine, evaluate and process loan applications. Additionally, they might also plan, direct and coordinate activities within the office or different branches of the same bank. They oversee the flow of cash, recruit staff and oversee training programs. They might also prepare reports required by law and establish procedures for custody and control of assets.

**Claims Analyst:** A claims analyst essentially investigates, evaluates and settles claims by applying technical knowledge and human relations skills. They devise effective and fair ways to process claims. Additionally, they maintain claim files, ensure that the claims are valid and that settlements are made and paid. They might also contact different agencies to get additional information about a particular claim for a client.

**Demographer:** Demographers study the trends, distribution and makeup of populations. They make observations about the cause and effect of certain trends including high birth rate, low or high mortality rate and immigration statistics. Demographers also collect, interpret, and analyze data in order to predict future trends in populations which can help relate to economic stability or assess the environmental needs for a nation.

**Economic Development Organizer:** Economic Development Organizers are very similar to Urban and Regional planners. Some of their duties include designing, promoting, and administering government plans and policies that affect land use, zoning, public utilities, community facilities, housing and transportation. They organize and conduct meetings with government officials, lawyers, and special interest groups to devise ideas about what to do for the community. They can also recommend, deny, or approve projects, allocate funds, conduct surveys to find out what the needs of the community area, and remain informed about economic and legal issues regarding zoning, building, and environmental codes and regulations.

**Finance Manager:** Finance Managers job descriptions vary depending on the organization but generally they provide administrative and financial management support for its international program and portfolios. Finance Managers should have excellent administrative, organization, and financial reporting skills. They should be able to assist with preparation of budgets, draft and review financial reports, monitor cash reserves, and implement financial policies.

**Human Resources Manager:** Human Resources Managers maintain the human resource records of an organization's employees. These records include information such as name, address, job title, and earnings; benefits such as health and life insurance; and tax withholding. They also undertake a variety of other personnel and general office related tasks. On a daily basis, these assistants record information and answer questions about and for employees. They might look up information about absences or job performance, for instance. When an employee receives a promotion or switches health insurance plans, the human resources manager updates the appropriate form.

**Import/Export Coordinator:** Import/Export Coordinators replenish, coordinate, and process import/export orders. They also follow the whole sales order process from customer receipt orders to deliver and export certain goods. Coordinators must be well versed in Import and Export procedures and documentation and must be a flexible team player and extremely customer oriented. Some other responsibilities a coordinator might take on are ensuring compliance with all US governmental regulations including auditing, liaison functions with suppliers, customers, and vendors and harmonized tariff classification.

**International Bank Teller:** A bank teller is a bank employee who deals directly with customers. They are considered the "front line" in the banking industry because they are the first people a customer sees. The position requires understanding the banking industry, friendliness, and, in the international setting, possibly knowing several languages to accommodate the needs of customers.

**Investigator:** There are hundreds of investigative fields and they include government, private agencies, insurance, business, and countless others. The basic responsibilities of an investigator are to obtain and verify evidence by interviewing and observing any and all suspects and witnesses. They are then supposed to analyze the records and the evidence, possibly collaborate with other agencies to exchange information, testify before juries or a judge, and adequately "solve" the situation. An investigator is essentially supposed to gather and analyze information and determine what to do with it.

**Litigation Associate:** Litigation Associates are similar to paralegals and legal assistants. They prepare legal documents including briefs, pleadings, appeals, wills, contracts, subpoenas, and a variety of other documents. They maintain files within their offices and with court clerks. They gather and analyze research data and evidence and investigate the facts of the case to determine the proper course of action. They call upon witness to testify at hearings and pretty much direct and coordinate law office activity. They work as a liaison between the client and the attorneys.

**Market Research Analyst:** Market Research analysts are concerned with a product or service's potential sales. They utilize past statistics to predict future sales, research competitors and provide information about how to effectively promote, distribute and price certain products. Additionally, they devise methods to understand consumer needs and preferences.

**Product Marketing Manager:** Marketing managers formulate, direct and coordinate marketing activities and policies to promote specific products and services. They also work with advertisers and promoter. They develop, identify, and evaluate marketing techniques based on expertise. Additionally, they oversee a staff of marketers and promoters, evaluate the financial aspects of product development, develop pricing strategies, and coordinate and participate in promotional activities. They work with developers, advertisers, and other managers to devise ways in which to market certain products and services.

**Trade Specialist Researcher:** conducts research projects on trade issues and drafts position papers. They also prepare impact assessments to which might highlight how trading a product or with a country could affect the various sectors of a particular economy. Trade Specialists should be well versed in the duties of the World Trade Organization and specific issues regarding trade in general. Additionally, they also conduct policy analysis.

**Trade Specialist:** A trade specialist often works with a business development or solutions and implementations group. This position usually requires handling carrier relations (maintaining relationships with local and regional carrier representatives), negotiating network rates, and resolving capacity issues. They can work in the political sector and advise legislators about proper trade laws that govern different countries. They also can often work as a liaison between government and companies.

### Social Justice/Non-Profit Area:

**Caseworker (Immigration/Refugee Organizations):** Caseworkers can be in a variety of areas including mental health, schools, or other organizations. Many caseworkers are employed by organizations such as World Relief and Senate Offices which deal with a certain type of constituency such as immigrants, refugees, or veterans. Caseworkers meet with clients individually or in families to assess a particular situation, their capabilities, or problems to determine what type of services they require. Often times, caseworkers counsel individuals, prepare certain types of reports, consult with other resources to help alleviate problems, & possibly address certain legal issues surrounding the problem.

**Charity Organization Member/Planner:** A Charity Organization Member or Planner collaborates with a team of people regarding a certain issue whether it's Breast Cancer, International Development and Cooperation, or any other kind of International Institution. They work together to plan events for the community whether it's to promote awareness for a cause or raise money for an organization. They also communicate with city councils and government officials to meet the needs of a specific population or to work together to plan simultaneous events which promote even more awareness.

**Communications Director:** somewhat delve into the field of Public Relations in that they work between an agency & the general public. They often respond to request from the media or designate another appropriate spokesperson to respond to a particular situation. They plan and direct development of communication to maintain favorable public and stockholder perceptions of an organization's accomplishments and agendas. Members of the House & Senate have Communications Directors to maintain media relations & handle situations that may arise during a Senator's term. They are also supposed to be the voice of reason for their clients by identifying what is in the public interest.

**Community Relations Manager:** A Community Relations Manager coordinates, organizes, and makes efforts to represent employers favorably in the community. They are similar to Communication Directors in that they work to maintain the image of their employer in a particular community. They plan programs that promote the public good and foster healthy relationships among members in the community. Also, they might supervise charitable organizations, direct the allocation of certain funds, and oversee a variety of staff members. Creativity, organization, excellent communication skills, and knowledge of the community are extremely important for a Community Relations Manager.

**Development Officer:** Development Officers can work in many different settings including schools, volunteer organizations, or within the government. A Development Officer works to identify and cultivate relationships with corporations, foundations, and individuals by fostering positive relationships that bring about certain benefits. They develop fundraising strategies and methods, participate in developing campaign materials, promote a company's mission statement within the community and participate in professional development, committee boards, and meetings. They might also travel locally or out of the country in order to promote and help the expansion of a certain company or school. A Development Officer basically works to ensure that the company or organization survives due to the contributions of donations, gifts, and promotions.

**Director of Volunteer Services:** A Director of Volunteer Services designs, plans, and directs a volunteer program to meet the needs of a community, country, or certain organization. They are in charge of overseeing the staff, recruiting members for the organization, hiring, training and scheduling the volunteers in such a way that fosters efficiency and productivity. They must be familiar with a variety of fields depending on what types of services are being offered. If it is an international organization, the Director must remain informed on what is happening throughout the country and countries around it. They rely on extensive experience and judgment to plan and accomplish certain goals. A Director must be able to facilitate communication with a variety of people including the people being offered services, local governments and municipalities, and members of the staff.

**Disaster Relief Officer/Programmer:** In times of emergency, these officers are basically responsible for handling the situation. Disaster Relief Officers/Programmers are supposed to remain informed of activities or changes that could affect the likelihood of an emergency, prepare plans that outline operating procedures should a natural disaster strike, maintain and update all resource materials associated with certain plans, coordinate activities such as ordering evacuations, maintaining shelters, and implementing special needs plans and programs. Additionally, these officers should maintain good rapport with local government, county departments and municipalities to facilitate plan implementations.

**Health Advisor:** A Health Advisor generally develops and presents health education and promotional programs such as training workshops, conferences, and school or community presentations. They develop and maintain cooperative working relationships with agencies and organizations interested in public health care. Additionally, they can develop operational plans and policies necessary to achieve health education objectives and services. Health Advisors and planners can also collaborate with health specialists and civic groups to determine community health needs and how to maintain the availability of services.

**Immigration Officer:** Immigration officers examine immigration applications, visas, passports and interview people to determine eligibility for admission into a certain country. Some of the more unappealing aspect of the job would be detaining people found to be in violation of customs or immigration laws and arrange for legal action such as deportation. Additionally, immigration officers should be able to interpret laws and regulations regarding traveling, prospective immigrants, shippers, and manufacturers. Inspecting cargo and other articles entering a country is also part of the job description as well as testify regarding decisions made at immigration appeals or at federal courts.

**International Program Officer (Refugee Organizations):** There are many organizations like the Red Cross and World Relief that work with different disaster relief agencies or work with refugees to help them acquire the proper paper work to be legal in a certain country, obtain a job or apartment, and generally improve their quality of life by helping them become acclimated to the country. For example, World Relief is an organization that works primarily with refugees from a variety of countries but the majority would be countries in Africa or the Middle East. An International Program Officer works with the refugee and any family members to help them get their feet on the ground in terms of finding a place to live or getting a job. A Programmer also oversees the staff, works closely with the budget to ensure funds are being allocated properly, applies for different grants to increase the budget, and collaborates with government officials and different municipal councils to achieve all of the goals designed by the Organization.

**International Student Support Services Programmer:** Many Universities have International Student Officers. Having fluency in a 2<sup>nd</sup> or 3<sup>rd</sup> language is beneficial in this line of work. Some of the duties a Programmer would be responsible for would be communicating with International Students to find out what types of resources they need from the University, planning events to bring International Students together and helping them become acclimated with the general University atmosphere, and possibly talking to professors to make sure they are aware they have an International Student in their class and if they need anything to refer them to the International Student Officer.



**Journalist:** Journalists report and write news stories for publication or broadcast. Their job is to describe the background and details of events. They arrange interviews with people who can provide information about a particular story they want to cover. In addition, they can have editing responsibilities which include correcting grammar, punctuation and following a prescribed editorial style. They also conduct additional outside research in order to understand all pertinent facts about the story and receive assignments and evaluate leads and tips to develop story ideas.

**Study Abroad Programmer:** A Study Abroad Programmer usually works at the University level with the Study Abroad office. They help plan different study abroad trips, compile the curriculum and the itinerary for the excursion, and ensure that all the proper paperwork, passports, and visas are all taken care of. They work with students to help them receive class credit and help prepare them to study abroad by talking about languages, customs, and US regulations for a citizen traveling abroad. Outside the University level, Study Abroad Programmers might work with different Study Abroad organizations like University of Dreams.

### Government/Public Policy Area:

**Budget Analyst:** direct the preparation of regular and special budget reports. They analyze department budgeting and accounting reports to maintain accurate records. Additionally, they can provide advice and technical assistance with cost analysis, fiscal allocation & can examine budget estimates for completeness and accuracy. They summarize budgets & submit recommendations about whether to approve or disapprove a fund request. They consult with managers of different departments to ensure that funds are being allocated correctly and perform cost-benefit analysis to compare programs and generally review financial requests.

**Chief Information Officer:** a Chief Information Officer can have a variety of different duties and responsibilities. They may direct and coordinate an organization's financial & budget activities to fund operations, maximize investment, & increase efficiency. They maintain communication with board members, organization officials, and staff members to discuss issues, coordinate activities, and resolve problems. In the government aspect, this person might be a Congressmen or Senator's Chief of Staff who is responsible for overseeing the staff in a particular region & make sure that the day to day activities & responsibilities are being fulfilled. They meet with different policy makers & legislators and members of the media and generally work to maintain the image and productivity of the company, organization, or staff members.

**Congressional Aid:** A congressional aide is an important part of government and often acts as the ears, eyes and voices for a congressman. They must be aware both of the political developments in their field and of the needs of the home district, and they must be aware of likely public reaction to the various positions in a political debate. An effective aide is a valued advisor and resource, and elected officials frequently develop a core senior staff which they take with them from office to office throughout their careers.

**Diplomat:** Diplomats are essentially representatives or ambassadors to other countries around the world. They represent the American government relations between nations & act on behalf of the United States during times of international negotiation and crisis. Diplomats usually bring different assistants with them who typically are experts in their particular field like the military, trade negotiators, education, etc. They defend American policy, implement international programs, and advise different ambassadors overseas. They are known for their non-judgmental attitudes and their ability to negotiate and compromise. Some of their other responsibilities include letting the American government know about political & economic developments in other countries, helping Americans who are traveling abroad, evacuating refugees, and defending American foreign policy while maintaining a diplomatic attitude.

**Foreign Affairs Analyst:** usually provides all types of intelligence analysis for a particular issue. Analyst usually prepares written briefing material & longer in-depth analytical products for Distribution. If an Analyst is employed by the Department of State, the Analyst serves as a principal liaison between the Department of State and other agencies of the US intelligence communities on issues involving US international relations. They are responsible for analyzing foreign relations in a very broad & complex field regarding any significant issues, developments, & events affecting the formulation & execution of US foreign policy. Analysts plan, develop, organize and conduct special research studies providing comprehensive assessments of highly sensitive issues. They interact with local governments and report back to the United States, analyzing everything that transpired.

**Foreign Affairs Officer:** A Foreign Affairs Officer represents the interests of the US government by conducting relations with foreign nations and international organizations. They protect and advance political, economic, and commercial interests overseas by communicating with different governments. They manage and administer diplomatic or consular posts abroad. Affairs Officers convey views of the US government to different host governments, analyze basic economic data trends, advance trade by altering US business trends in the region, and provide medical, legal, familial, and traveling advice to US citizens. They essentially act as a liaison between the US government and the government of different nations. Fluency in a 2<sup>nd</sup> or 3<sup>rd</sup> language is usually important if not absolutely necessary. The Officer can also recommend changes in US foreign policy that may help improve foreign relations.

**Foreign News Correspondent:** Foreign News Correspondents and Analysts report, gather information, prepare stories, and make broadcasts that inform populations about local, state, national, and international events. They present points of view on certain issues, report on the actions of public officials, executives, interest groups, and many other people who exercise power. They talk about what the actions mean for a nation and their people and conduct research concerning long term implications of different policies or events that happened around the world.

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**International Planner:** usually work in undeveloped countries, countries that are trying to recover from war, or countries that, in general, would like to restructure policies or city layouts. Sometimes, knowledge of engineering and/or architecture is also very important to understand the implications of layout changes or what the changes mean for the future development of a certain country. International Planners work closely with a variety of other people to support & strengthen project- specific teams by providing strategic infrastructure planning advice regarding specific scenarios.

**Language Interpreters/Translators/Specialists:** Language Interpreters and Translators follow ethical codes that protect the confidentiality of information. They identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors. Most importantly, they translate messages simultaneously or consecutively into specified languages by using verbal communication or hand signals. The goal is to maintain the message content, context, and style as much as possible. They can also work in schools to adapt translations to students' cognition and grade levels while collaborating with educational team members as necessary. They might also listen to statements to determine the meanings and prepare translations.

**Legislative Correspondent:** A Legislative Correspondent/Assistant helps legislators in prepare proposed legislation. They conduct research concerning a proposed piece of legislation and develop the preliminary draft of the bill. They analyze pending legislation and propose how the current legislation should be handled. Correspondents and Assistants brief legislators on policy issues and give them advice about whether to support or oppose a certain piece of legislation. They attend committee meetings and prepare reports about proceeds. In addition, they speak with lobbyists, constituents and members of the press to gather information on behalf of the legislature. They look at past voting records and act as liaisons between government agencies and legislators and oftentimes they draft speeches for legislators supporting or opposing legislation.

**Senate Aid:** Senate Aids usually work for a Senator's staff and they work on different casework regarding Veteran's Benefits, Social Security Disability, Housing Problems, and a variety of other services constituents request of their Senators. Senate Aids also go on outreach assignments, help the Senators prepare for upcoming events, schedule meetings and confirm attendance at different events. They must always be knowledgeable about his or her political positions and work towards maintaining a favorable image of the Senator to the community.

## Master's and Doctoral Level Careers in International Relations and Related Areas

 Foreign Affairs Analyst	 Immigration Lawyer
 International Lawyer	 International Relations Professor

**Foreign Affairs Analyst:** usually provides all types of intelligence analysis for a particular issue. They prepare written briefing material & longer in-depth analytical products for Distribution. For example, if an Analyst is employed by the Department of State, the Analyst serves as a principal liaison between the Department of State and other agencies of the US intelligence communities on issues involving US international relations. They are responsible for analyzing foreign relations in a very broad and complex field regarding any significant issues, developments, and events affecting the formulation and execution of US foreign policy. They plan, develop, organize and conduct special research studies providing comprehensive assessments of highly sensitive issues. They interact with local governments and report back to the United States and analyze everything that transpired.

**Immigration Lawyer:** Immigration Lawyers advise clients on immigration laws and regulations governing a certain country. They interpret laws and rules for clients. Additionally, they analyze the probable outcomes of a case using their knowledge of legal precedents. Immigration lawyers usually work with immigrants facing deportation, the possibility of having their visa revoked, or having a hard time gaining citizenship that they've rightfully earned. They evaluate findings and develop strategies and arguments to present to a judge or jury. They gather evidence, witnesses, and represent immigration clients in court or other governmental agencies. Basically, Immigration Lawyers work around and with immigration laws to help determine whether someone can remain in the US and maintain their legal status.

**International Lawyer:** International Lawyers usually practice Comparative Law or practice law overseas in a different country so fluency in another language is usually required. Lawyers can specialize in International Law and then work in the field of Human Rights, international trade laws, the environment, and international banking/finance/development.

**International Relations Professor:** An International Relations Professor works at the University level, teaching specific classes to International Studies Students. They usually hold a Ph. D which indicates their level of expertise within a particular field. In addition, they usually conduct their own research on specific topics, have outreach events, publish books regarding their interests, and advise students about what to do after they have completed their International Studies curriculum.