The Academic Job Search

Florida State University
The Career Center
Linking Futures
Overview

- Preparing to Job Search
- Researching Academic Organizations
- Know What You Seek in an Employer
- Organizational Visits
- The Presentation
- Career Center Resources
Preparing to Job Search

• Developing your **vitae**
• Creating a portfolio
  – www.portfolio.fsu.edu
• Polishing your interviewing skills
  – Mock interviewing program
Know What You Seek in an Employer

Examples:

- Size of Institution
- Affiliation
- Reputation
- Promotion & Tenure Requirements
- Teaching Philosophy
- Mentors for new faculty
- Professional development support
Know Position Expectations

Examples:

- Teaching load
- Number of advisees
- Requirements for promotion & tenure
  - Timeline
  - Number of publications
- Emphasis on external funding
- Service expectations
- Academic unit’s faculty governance
Researching Academic Organizations

- Institutional websites
  - Program Facebook page
- Institutional bulletins
- Annual reports
- Discipline specific directories
- Faculty handbook
- Governance document

- Professional journals
  - Faculty publications
- Strategic plans
- Departmental handbooks
- Graduate school guides
  - www.petersons.com
Organizational Visits

- Get advance copy of visit schedule
- Know who’s on your schedule
- Consider various stakeholders’ perspective
- Ask for informational materials to review
- Review website & related information
- If applicable, prepare presentation
The Presentation

Purpose:
- see what candidates have done in their area of expertise
- see how you organize information
- see how you handle questions
- See how you think on your feet
- How you perform in front of a group

Tips:
- Pick a topic you are very comfortable with
- Clarify the type of presentation
- Check out the room/technology in advance
- Know who the audience is
Career Center Resources

- Help with vitae, & portfolio preparation
- Preparing for interviews
- Tips on researching organizations
- Career library resources on academic job searches
- Online library links

www.career.fsu.edu