

FROM COLLEGE TO CAREER IN

PUBLIC ADMINISTRATION

UMA's Bachelor of Science degree in Public Administration is designed to prepare people for administrative careers in government and non-profit organizations. For those already employed in public service, it provides opportunities to improve administrative skills and to enhance career prospects and mobility.

The curriculum is comprehensive, covering public sector institutions, relations with the private sector, the central functional areas of modern administration, and a range of valuable and relevant analytical skills. It is designed to produce managers with an understanding of large scale organizations, a sensitivity to political realities, a grasp of management methods, and a knowledge of the tools needed to illuminate substantive issues. Graduates will be capable of assuming a wide variety of positions, including Town Manager, Higher Education Administrator, Nursing Home Administrator, Court Administrator, Public Affairs Officer, and Community Organizer.

Transferable Skills & Competencies

Program graduates have broad knowledge of administrative environments, and employ a diverse set of professional skills, including critical thinking, planning, data gathering, record keeping, analyzing, evaluating, and persuasively communicating. Here is a more complete list of skills and abilities one can expect to acquire through the study of public administration:

Communication

- Understanding cultural differences
- Working as a team member
- Mediating/negotiating conflicts
- Writing reports and policies
- Effectively justifying positions
- Speaking and writing persuasively

Planning and Development

- Making projections
- Organizing people, equipment and ideas
- Designing project and programs
- Raising funds
- Selecting optimal policies
- Understanding complex problems in context

Research and Analysis

- Designing effective research projects
- Measuring public opinion
- Analyzing quantitative and qualitative outcomes
- Evaluating policies and programs
- Maintaining information systems

Quantitative and Financial

- Managing fiscal affairs
- Preparing budgets
- Creating and evaluating financial reports and statements
- Using techniques to enhance rational decision making (e.g. cost-effectiveness analysis)



The University of Maine at Augusta
with campus locations in Augusta and Bangor,
teaching to over 100 centers and sites statewide.

Careers

Here is a sampling of the wide range of career paths that public administration majors have pursued:

Government and Public Service

City/Town/County Manager
Congressional Staff Member
Finance Officer
Court Administrator
Police/Fire Department Administrator
Urban State Policy Planner
Social Security Claims Examiner
Medicaid Fraud Investigator

Not-for-Profit

Nursing Home Administrator
Environmental Activist
Consumer Credit Counselor
Accessibility Advocate
Fund Raiser
Recreation Center Director
Co-op Manager
Community Organizer

Education and Research

Grant Coordinator
Equal Opportunity Administrator
School Finance Administrator
Manager of College Relations
Public Opinion Analyst
Higher Education Administrator
Program Review Analyst

Business

Human Resource Administrator
Benefits and Staff Development Manager
Public Affairs Officer
Insurance Appeals Coordinator
Newspaper Columnist/Reporter
Customer Service Representative
Management Consultant

For More Information

College of Mathematics & Professional Studies

621-3288 or 1-877-UMA-1234, ext. 3288

Program Coordinator: Daylin Butler

621-3147 or 1-877-UMA-1234, ext. 3147

Academic & Career Advising Center

621-3149 or 1-877-UMA-1234, ext. 3149

Admissions & Records Office

621-3140 or 1-877-UME-1234, ext. 3140

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