

Student Professional Development Seminar

Andre R. Neveu & Molly F. Sherlock

4/29/2011

Overview

- Timeline
- Job Market Paper
- LaTeX (Use TeXnicCenter via ProTeXt)
- Website
- CV, Recommendation, & Cover Letters
- Teaching Philosophy & Evaluations
- Interfolio & EconJobMarket
- AEA Convention
 - Chicago, January 6-8, 2012
 - San Diego, CA, January 4-6, 2013
- Campus Visits
- Private Sector & Government Work

Department Rankings

U.S. News and World Report

- #59: Tied with George Mason University, and above schools like Notre Dame.

Grijalva, Therese C.; Nowell, Clifford. *Southern Economic Journal*, Apr 2008, Vol. 74 Issue 4, p971-996, 26p

- CUNY-GC ranked 44th overall, 24th in history of thought, 19th in financial economics, 5th in health, 18th in labor, 23rd in economic history, 14th in economic systems

Previous rankings either did not include GC, or ranked GC below 100 in most ways

Timetables

Cawley (Guide to the Job Market)

- http://www.aeaweb.org/joe/articles/2009/job_market_guide.pdf

Stock, Finegan, Siegfried (Ph.D. in 5 years?)

- http://www.aeaweb.org/joe/articles/2009/econ_phd_five_years.pdf

Harvard suggestions

- <http://www.economics.harvard.edu/files/Timetable2010.pdf>
- <http://www.economics.harvard.edu/jobmarket>
 - See FAQ's on the Harvard job market site

Timetables

- Solid draft of job market paper should be finished by late August.
- Early September, if attending AEAs book a hotel.
- Ask adviser, committee members, and others for letters of recommendation. You will likely need to aggressively remind some of those you ask.
- Obtain recommendations for different positions.
- Polished job market paper should be complete by end of September.
- Early October, finish CV.

Timetables

- Begin looking at JOE, 1st of October
 - Early postings on JOE (Sept and before) usually don't need JMP.
- Consider arranging for presenting your work in a student or academic seminar. SEA conference is in the fall. Submissions due early April. ERN as well.
- Mid-October, meet with adviser about expectations. Get name, field, and job market paper title posted on GC-Econ website.
- Get personal website together by mid-October. Have it live before sending out applications or posting name on GC website.
- Applications due between September and November. Many have strict deadlines.

Timetables

- Some schools and employers make offers very early (in October and November).
- U.S. Government positions can have very long lags.
- Government and schools will sometimes have to temporarily take down jobs.
- Phone interviews sometimes precede meeting interview.
- Preliminary interview at AEA meetings in January.
 - Usually around 15-30 interviewees per position.
- Campus visits between late January and March.
- Decisions made between January and May.

Job Market Paper

- Get paper together with adviser's approval.
- Plan on presenting your paper at the GC seminar in fall or spring (preferably fall).
- Paper does not need to be perfect, but should be a complete work.
- Schools and potential employers expect dissertation to be completed *after* you are hired.
- Try to present this or another work sometime before you enter the market.

LaTeX

- Looks very professional.
- Has many nice editing features, but a somewhat steep learning curve.
- TeXnicCenter
 - Install using ProTeXt via <http://www.tug.org/protext/>
- LyX, simpler than TexnicCenter, but more limited.
- Online Collaboration with LaTeX.
 - <http://docs.latexlab.org/>
 - Verbosus & Scribtex
 - No need to install software

Website

- You can pay for a personal website
- University provided space? Typically tough to update.
- Google sites, Wikidot or Wordpress are also good options.
- Clean up your web presence (i.e., Facebook, LinkedIn, or other social networking sites).
- If you blog, be careful about voicing your opinion or take down your blog.

Curriculum Vitae

- Include your dissertation title and adviser.
- Include readers.
- Must include your web address and ways of contacting you.
- Include papers you have written, or with credits.
- Include courses that you have taught and other employers.
- If you haven't taught, try to find a course or guest lecture.
- If you have any research in progress you can include it.
- CV can be updated on your website throughout the semester, and you should continually work on it

Cover Letters

- PERSONALIZE
- Write a basic letter, and update it many times. It can be between one and two pages.
- It should not recap your CV.
- Why are you applying for the job?
- Do you have a tie in with the other faculty? Students? The town? Why do you want to be in that particular town or school?

Cover Letters

- Look at employer websites! JCT? CBO?
- Be very careful about things like changing letters from “the City College of New York” to “the Skidmore College”
- DO NOT MAIL MERGE
- BE SELECTIVE! “Lateral moves” versus “moving down”
- Do you know anyone that knows anyone at the employer? Personal recommendations go very far!
- Play up the diversity at CUNY.

U.S. Government Jobs

Knowledge, Skills, and Assessment (KSAs)

- Currently standard application for many government jobs.
- Often a very long application.
 - Save your responses for future interview reference.
- Stretch your KSAs to meet your experience, but don't lie.
- Scoring is based on whether or not your KSAs meet the hiring criteria.

Teaching Philosophy & Evaluations

- State your teaching philosophy in a single page. “I teach students to be critical thinkers...”
- Look at others, and try to state what you do in class and why.
- This is very important for liberal arts colleges.
- What textbook would you use?
- Summarize your numerical evaluations into a single page or two.

Interfolio

- http://www.gc.cuny.edu/current_students/interfolio.htm
- GC Pays for first \$90 of mailings (?)
 - \$6 for an email submission
 - \$6 for a postal mailing (first 20 pages), +\$1 for each additional 20 pages
- They can hold your transcripts (unofficial copies)
- Your letter writers can upload letters of recommendation
- Include all materials requested

Where to Find Jobs

- The JOE
 - <http://www.aeaweb.org/joe/index.php>
 - New postings on the first of every month
- EconJobMarket.org
 - Limited number of jobs to apply to, but similar to Interfolio
- Walras.org
 - www.walras.org
- USAJobs.gov
- InsideHigherEd.com
- Chronicle.com
- Economic Research Network (ERN) Professional Announcements
- School Websites

After You Apply

- <http://www.econjobrumors.com/>
 - Rumors...
- <http://bluwiki.com/go/Econjobmarket>
 - Updates... sometimes unsubstantiated
- Do not bother with follow up phone calls or letters, unless the call is from an adviser.
- If you receive an offer, you should avoid accepting on the spot. Take time to consider the position.

AEA Convention

- January 6-8, 2012 in Chicago, IL
- Book hotel rooms by sometime in October
 - [http://www.vanderbilt.edu/AEA/Annual Meeting/index.htm](http://www.vanderbilt.edu/AEA/Annual_Meeting/index.htm)
- Can apply for travel help
 - Up to \$300 from Sue Rosenberg Zalk Travel & Research Fund
 - <http://web.gc.cuny.edu/provost/StudentTravel.htm>
 - Check deadlines
 - Possible to get additional help from GC department
 - Contact Prof. Merih Uctum
 - Travel money from your employer/school?

Interviews & Etiquette

- Wear a suit (men and women).
- Do not trash your previous employers.
- Eat light, bring snacks and water.
- Phone Interviews
 - Do NOT take an interview on the spot when they call! Take time to prepare and call back.
- Convention interviews 15-45 minutes.
- Campus interviews 1-2 days.
- Remember to research the job/town/interviewers

Interview Questions

- Educational
 - Are there advising responsibilities?
 - What is the potential for course development?
 - What are the research requirements?
 - Ask about the student body (or ask to meet a student).
 - Ask interviewers about their research (you should have some idea about it).
 - What is the course load? Number of students per class?
 - What is the level of collaboration in the department?
 - Do you offer sabbaticals? Pre-tenure? Post-tenure?
 - What are the classrooms like? Modern? Chalk & talk?
 - What is the tenure clock/process like?
 - Do you have good access to data? Funds to buy data?
 - What kind of computers do you have?

Interview Questions

- Government
 - Do not ask about personal research time.
 - Do ask about types of research and responsibilities.
 - Ask about the other economists in division/agency
 - They may stick very closely to the KSAs in initial interview.
 - Site interviews are similar to campus visits.
 - Background checks, clearances.

Interview Questions

- Private or Non-profit sector
 - Personality tests.
 - Political orientation may matter.
 - Ability to work in teams.
 - Look at specific initiatives in media sources or websites. Ask about these projects.
 - Are you responsible for bringing in business?
 - What type of research will you be doing?
 - How are you funded?

Campus and Site Visits

- Dinner with the Department
- Interviews with faculty, deans, and students (if a liberal arts college)
- Hour+ Presentation of job market paper (pitched at an undergraduate audience if an undergraduate institution)
- Expect one full 12-hour day and another half day
- Be ready with questions! Each person you meet will want to know if you have questions – do enough research to ask informed questions
- Note that the interviewers are also trying to sell the school to you on campus interviews.

After Campus or Site Visit

- Send “Thank You” notes.
- OK to discuss timelines, and ask about your “place in line”.
 - Good to find out if you do not have a place in line.
- If you receive an offer, discuss moving expenses, grants, course waivers, salary (sometimes non-negotiable)