

# Student Professional Development Seminar III

Andre R. Neveu

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# Overview

- Timeline
- Job Market Paper
- LaTeX (Use TeXnicCenter via ProTeXt)
- Website
- CV
- Cover Letters
- Teaching Philosophy & Evaluations
- Interfolio & EconJobMarket
- Rec Letters
- Convention (2010 AEA in Atlanta)
- Campus Visits

# Department Rankings

- Grijalva, Therese C.; Nowell, Clifford. ***Southern Economic Journal***, Apr2008, Vol. 74 Issue 4, p971-996, 26p
  - CUNY-GC ranked 44<sup>th</sup> overall, 24<sup>th</sup> in history of thought, 19<sup>th</sup> in financial economics, 5<sup>th</sup> in health, 18<sup>th</sup> in labor, 23<sup>rd</sup> in economic history, 14<sup>th</sup> in economic systems
- Previous rankings either did not include GC, or ranked GC below 100 in most ways

# Timetables

- Cawley article
  - <http://www.aeaweb.org/joe/articles/2006/cawley.pdf>
- Harvard suggestions
  - <http://www.economics.harvard.edu/files/Timetable%2008.pdf>
  - <http://www.economics.harvard.edu/jobmarket>

# 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.
- Polished job market paper should be complete by end of September.
- Early October, finish CV.
- Begin looking at JOE, 1<sup>st</sup> of October
  - Early postings on JOE (Sept and before) usually don't need JMP.

# Timetables

- 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.
- U.S. Government positions have very long lags.
- Preliminary interview at AEA meetings in January.
- 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.

# LaTeX

- Looks very professional
- Has many nice editing features, but a somewhat steep learning curve.
- TeXnicCenter
  - Install using ProTeXt via [\(http://www.tug.org/protex/\)](http://www.tug.org/protex/)
- Other sources of LaTeX, but this was easiest



# Website

- You can pay for a personal website
- You could also use Google sites, or other free web pages.
- Clean up your web presence (i.e., Facebook or other social networking sites).

# Curriculum Vitae

- Include your dissertation title and adviser
- Must include your web address and ways of contacting you
- Include papers you have written
- Include courses that you have taught and other employers
- If you have any research in progress you can include it
- CV can be updated on your website throughout the semester, and you can 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?
- Be very careful about things like changing letters from “the City College of New York” to “the Skidmore College”
- DO NOT MAIL MERGE

# Teaching Philosophy & Evaluations

- Summarize your numerical evaluations into a single page or two.
- State your teaching philosophy in a single page.
- Look at others, and try to state what you do in class and why.
- This is very important for liberal arts colleges

# Interfolio

- GC Pays for first \$90 of mailings
  - \$4 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

# 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](http://www.walras.org)
- USAJobs.gov
- InsideHigherEd.com
- Chronicle.com
- School Websites

# After You Apply

- <http://www.econjobrumors.com/>
  - Rumors...
- <http://bluwiki.com/go/Econjobmarket>
  - Updates... sometimes unsubstantiated

# AEA Convention

- Jan 3, 2010-Jan 5,2010 (Sun-Tue) in Atlanta, GA
- 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://www.gc.cuny.edu/current\\_students/studenttravel/studenttravel.pdf](http://www.gc.cuny.edu/current_students/studenttravel/studenttravel.pdf)
  - Possible to get additional help from GC department



# 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