

CAREER DEVELOPMENT OFFICE

55 Hillhouse Avenue, 203.436.5208

Elizabeth Gill, Assistant Dean for Career Development

Kristen Estabrook, Assistant Director for Career Development

The Jackson School Career Development Office assists students in all phases of developing, managing, and implementing career plans and strategies.

MISSION

The Career Development Office (CDO) provides individual career advising, connections, and tools to support Jackson School students in their career development. CDO connects students with alumni and other professionals for the purposes of network-building, professional support, and information sharing. In addition to working closely with students in the Jackson School's M.P.P. program, the CDO also offers programming and office hours for undergraduates in the Global Affairs major.

COMMITMENT TO ACCESSIBILITY

CDO is committed to creating resources that are inclusive. If students encounter barriers to accessing resources or programming, they should let the office know, and we will adjust accordingly. Our goal is to create a career-development environment that is welcoming, inclusive, and accessible to all.

POLICIES AND GUIDELINES

The CDO provides resources and support throughout the internship and full-time job search processes. Students are expected to take responsibility for their job searches and to represent the School well by acting professionally in all interactions. Professional conduct conveys the shared values of our community and benefits all students.

The CDO advises students on a wide range of career development issues, including, but not limited to: career exploration and self-assessment, resume and cover letter creation, interview preparation, the search process, and negotiation and networking skills. CDO resources are primarily for M.P.P. and undergraduate Global Affairs majors. M.A.S. students are mid-career professionals who are well established in their field and not expected to require assistance from the CDO.

CDO COACHING APPOINTMENTS

Coaching appointments can be made on the 12twenty platform; information on how to make an appointment will be shared with students during orientation with reminders sent throughout the year. Students who need to cancel an appointment should do so as far in advance as possible.

CDO PROGRAMMING

The CDO offers in-person and virtual professional development programs throughout the year. Information about these will be shared and updated regularly. For those sessions that require an RSVP please promptly cancel your reservation if your plans change so another student may attend in your place.

CAREER TRIPS

The CDO sponsors and organizes career trips to Washington, D.C. and New York City to introduce students to a broad array of global affairs opportunities in a variety of sectors.

PROFESSIONAL INTERACTIONS AT JACKSON

Students will interact with alumni, employers, and other professionals while at Jackson. Whether in an educational or recruiting context, students are expected to represent themselves and the School well by conducting themselves professionally. Professional conduct includes only attending events to which students in their program were invited, coming prepared, asking relevant and appropriate questions during Q&A sessions, and appropriately managing attendance (“no showing”, arriving late, leaving early, etc., are examples of poor professional conduct). All expectations apply to both in-person and virtual engagements.

FUNDING FOR THE SUMMER EXPERIENCE

The application for funding involves submitting a proposal to the CDO as well as the submission of a letter from the host organization that indicates the compensation that will be received and what costs, if any, will be reimbursed for your summer work. Applications are accepted on a rolling basis starting in January of the spring term and ending in early May. To receive funding before the end of the term, students are encouraged to secure their experience by April 1. While applications will be accepted until early May, students likely will not receive their funding before leaving campus if their proposals are received after April 1.

Please note that funds are meant to offset the cost for either a domestic or international summer opportunity but may not cover all expenses. If a student’s internship is funded and/or if they receive a fellowship from another source, then their Jackson award may be reduced accordingly.