

Educational Administration -- Career Resources

What can I do with a Master's degree or Ed. D. in Educational Administration?

A graduate degree in educational administration prepares you for a career as a school administrator in public or private schools, or as a professional in a government agency, nonprofit or other educational organizations. (From: UNT-Dallas Campus Website <http://www.unt.edu/unt-dallas/brochures/eadmsd.htm>)

Education administrators provide instructional leadership as well as manage the day-to-day activities in schools, preschools, daycare centers, and colleges and universities. They also direct the educational programs of businesses, correctional institutions, museums, and job training and community service organizations. Education administrators set educational standards and goals and establish the policies and procedures to carry them out. They also supervise managers, support staff, teachers, counselors, librarians, coaches, and others. They develop academic programs; monitor students' educational progress; train and motivate teachers and other staff; manage guidance and other student services; administer recordkeeping; prepare budgets; and handle relations with parents, prospective and current students, employers, and the community. (From: *The Bureau of Labor Statistics Occupational Outlook Handbook* <http://www.bls.gov/oco/ocos007.htm>)

Educational Administration Job-Related Titles	
Education Administrator	Recruiting Coordinator
Education Management	Director of Athletic Operations
Registrar/Admissions Director	Compliance Coordinator
Principal / Assistant Principal	Special Education Administrator
School Superintendent	Student Affairs Administrator
Provost / Vice President	Director of Research
Chancellor / Vice Chancellor	Operations Director

Bureau of Labor Statistics Information:

Education Administrator (<http://www.bls.gov/oco/ocos007.htm>)

- Many jobs require a master's or doctoral degree and experience in a related occupation, such as a teacher or admissions counselor.
- Strong interpersonal and communication skills are essential because much of an administrator's job involves working and collaborating with others.
- Excellent opportunities are expected since a large proportion of education administrators is expected to retire over the next 10 years.

Educational Administration Job Search/Listings Websites

Academic Employment Network (<http://www.academploy.com/>)

Project Connect (<http://careers.education.wisc.edu/projectconnect/MainMenu.cfm>)

SABIS Careers (<http://www.sabiscareers.com/>)

Education America (<http://educationamerica.net/>)

The Education Group (<http://www.educationgroup.com/>)

The Chronicle of Higher Education (<http://chronicle.com/>)

Professional Associations, Organizations, and List-servs

National Education Association (<http://www.nea.org/index.html>)

National Association of Student Personnel Administrators [NASPA] (<http://www.naspa.org/>)

National Association for Multicultural Education (<http://www.nameorg.org/>)

The Association for the Study of Higher Education (<http://www.ashe.ws/>)

Association of College Administration Professionals [ACAP] (<http://www.acap.org/>)

Kappa Delta Pi (<http://www.kdp.org/>)

American Educational Research Association (<http://www.aera.net/>)
 Association of Supervision and Curriculum Development (<http://www.ascd.org/portal/site/ascd/index.jsp/>)
 Texas Education Agency (www.tea.state.tx.us/)
 Texas State Board for Educator Certification
 (<http://www.sbec.state.tx.us/SBECOnline/default.asp?width=1024&height=768>)
 U. S. Department of Education (www.ed.gov/)
 EdWeb E-Mail Discussion Lists (<http://www.edwebproject.org/lists.html>)

UNT Student Organizations

Kappa Delta Pi Alpha Iota Chapter (<http://www.coe.unt.edu/kdp/index.htm>)

Books and Print Resources

Student Development Office Career Services Collection:

Title	Author/Publisher	ISBN	Year
Careers in Education	Roy A. Edelfelt	0-8422-4512-7	1997
Careers in Focus-Education		0-89434-401-3	2001
Graduate Programs in Education		0-7689-0935-X	2002
Opportunities in Educational Support		0-658-0050-0	2001
Resumes for Educational Careers		0-8442-0647-4	1999

General Education Books at UNT Dallas Library:

Title	Call Number	Year
Dictionary of Multicultural Education	LC 1099.D53 1997	1997
Education Statistics of the United States, 4 th ed.	LA 201.E38 2003	2003
Education: Opposing Viewpoints	LA 217.2.E37 2006 c.2	2006
Educator's Desk Reference	LB 1028.27.U6 F74 1999	1999
Higher Education in the United States, volumes 1&2	LA 225.H54 2002 c.2 v.1-2	2002
Requirements for Certification, 70 th ed.	LB 1771.W61 2005-2006	2005
Special Education Desk Reference	LC 3981.S59 1997 c.2	1997
Who's Who in American Education	LA 2311.W455 1996-97	1995

Other Suggested Titles:

Title	Author	ISBN	Year	Vendor
Career Aspirations & Expeditions: Advancing Your Career in Higher Education Administration	Nancy Archer Martin and Jennifer Bloom	1588742679	2003	Amazon.com
What They Don't Tell You in Schools of Education about School Administration	John A. Black	0810842963	1997	Amazon.com
Resumes for education careers: includes sample cover letters	The editors of VGM Career Books	0071387307	2005	UNT Willis Library
Opportunities in Education Careers	Mary McGowan, Marjorie Eberts and Margaret Gisler	0658006185	2000	UNT Willis Library