

## What Can I Do With a Major In...

### **Major: Emergency Administration and Planning**

<http://public-administration.pacs.unt.edu/programs/undergraduate/emergency-administration-and-planning>

### ***Your Future in Emergency Administration and Planning***

<https://www.unt.edu/pais/insert/ueadp.htm>

Are you the type of person who plans ahead? Are you calm under pressure? Do you possess strong leadership skills? Professionals in this field help individuals, businesses, governments and nonprofit organizations prepare for, respond to and recover from floods, tornadoes, hazardous materials spills, terrorist attacks and epidemics. Graduates typically find careers in government agencies, private businesses and humanitarian organizations. Employment opportunities may be found as a:

- Red Cross emergency director
- Business continuity specialist
- Federal Emergency Management Agency manager
- Hospital disaster planner
- Local and state emergency management coordinator

### ***Majoring in Emergency Administration and Planning***

Our rigorous curriculum helps you develop valuable skills in disaster planning, interpersonal communication and leadership. The six core courses equip majors with the basic knowledge in emergency preparedness, response, recovery, and mitigation. Mastering these competencies is essential to educating communities on how to prepare for and alleviate natural, technological and civil hazards. Other features of our program include:

- Participating in field exercises such as disaster drills, disaster planning and post disaster assessments
- Volunteering with the local chapter of the Red Cross, Community Emergency Response Teams or in other disaster-related community service activities
- Practical, hands-on experience with emergency management technologies through courses utilizing our state-of-the-art Emergency Operations Center lab
- Study abroad opportunities in Mexico, Turkey, India, Thailand and other countries

You'll learn from accomplished faculty members who've researched national and international hazards and catastrophes. They've also worked in emergency management and related fields for county governments, FEMA, the Red Cross and corporations in the private sector.

**Related Career Titles (with OnetOnline links)**

Airport Security Officer  
 Asset Protection  
[Bailiff](#)  
 Body Guard  
 Border Patrol Agent  
[Building/Facility Inspector](#)  
 City/County Manager  
[City and Regional Planning Aide](#)  
[Claims Adjuster](#)  
 Community Association Manager  
 Compliance Manager  
[Controller](#)  
[Corrections Officer](#)  
 Court Administrator  
[Court Clerk](#)  
[Customs Agent](#)  
 Cyber Security  
 Deputy Marshal  
[Detective](#)  
[Dispatcher](#)  
 Drug Enforcement Agent  
 Employment Agency Recruiter  
 Environmental Conservation Officer  
[Firefighter](#)  
[Fish and Game Warden](#)  
[Industrial Safety and Health Engineer](#)  
[Insurance Claims Agent](#)  
[IRS Agent](#)

Juvenile Court Counselor  
[Logistics Manager](#)  
[Loss Prevention Specialist](#)  
 Military Officer  
 Naval Investigator  
 Non-Profit Organization Advocate  
[Occupational Health and Safety Specialist](#)  
[Operations Manager](#)  
[Paramedic](#)  
[Park Ranger](#)  
 Police Officer  
 Private Security Officer  
[Probation/Parole Officer](#)  
 Public Safety Officer  
 Secret Service Agent  
[Security Manager](#)  
[Sheriff](#)  
 Social Service Technician  
 Social Worker  
[Soil and Water Conservationist](#)  
[Surveillance Investigator](#)  
[Training and Development Manager](#)  
[Transportation Manager](#)  
[Urban and Regional Planner](#)  
 US Customs Agent  
 US Marshal  
 Volunteer Coordinator

**Related Jobs Titles to Use in Job Search:**

Business Continuity Analyst  
 Business Continuity Coordinator  
 Business Continuity Planner  
 Business Continuity Strategy Director  
 Crisis Management Director  
 Disaster Mitigation Planner  
 Disaster Recovery Specialist  
 Emergency Field Coordinator  
 Emergency Management Consultant  
 Emergency Management Coordinator  
 Emergency Management Director  
 Emergency Management Program Specialist

Emergency Management Specialist  
 Emergency Management System Director  
 Emergency Planner  
 Emergency Preparedness Coordinator  
 Emergency Preparedness Program Specialist  
 Emergency Preparedness Specialist  
 Emergency Response Planner  
 Emergency Services Director  
 Incident Manager  
 Mitigation Disaster Support

***Related Work Sites***

Airports/Other Transportation Facilities  
 American Red Cross  
 AmeriCorps  
 Armed Forces  
 Banks  
 Bureau of Alcohol, Tobacco, Firearms, &  
 Explosives  
 Bureau of Export Administration  
 CARE  
 Central Intelligence Agency  
 Colleges & Universities  
 Community Relief Organizations  
 Corporate Security Offices  
 Council of Governments  
 Department of Agriculture  
 Department of Defense  
 Department of Homeland Security  
 Department of the Interior  
 Department of Justice  
 Department of Military Affairs  
 Department of Treasury  
 Developmental Offices  
 Diplomatic Services  
 Division of Emergency Management  
 Drug Enforcement Administration  
 Environmental Protection Agency  
 Federal Bureau of Investigation  
 Federal Emergency Management Agency  
 Federal Law Enforcement Training Center  
 Forest Service  
 Government Agencies  
 Healthcare Facilities  
 Hospitals

Hotels and Resorts  
 Infragard  
 Insurance Companies  
 Internal Revenue Service  
 International Red Cross  
 Law Enforcement  
 Medical Centers  
 National Parks Service  
 National Safety Council  
 National Weather Service  
 Navy  
 Non Profit Organizations  
 Nuclear Power Plants  
 Office of Infrastructure Protection  
 Office of Inspector General  
 Online Companies  
 Peace Corps  
 Port Authorities  
 Private Security Companies  
 Program Analyst  
 Public Health Organizations  
 Public Safety and Security  
 Retail Organizations  
 Salvation Army  
 Secret Service  
 Task Force  
 United Nations Children Fund (UNICEF)  
 United Nations Development Programme  
 U.S. Customs and Border Protection  
 U.S. Marshal Service  
 U.S Office of Foreign Disaster Assistance  
 World Bank  
 World Health Organization

***Skills to Develop to Include on a Resume***

Accepting responsibility  
 Analytical strategies  
 Computer literacy  
 Critical thinking  
 Decision making  
 Develop solutions

EMT Training and Certification  
 Enforcing policies  
 Experience in the healthcare field  
 FEMA Certifications  
 Interpersonal Skills  
 Leadership experience

Managing conflict  
Multicultural competency  
National Incident Management System  
    Certification  
Organizational skills  
Presentation skills  
Quantitative skills  
Report writing  
Speaking in public  
Stress management

Supervision and management skills  
Teamwork  
Time management  
Training with American Red Cross  
Volunteer experience  
Work well under pressure  
Work with people of diverse backgrounds  
Written and oral communication skills  
Writing grant proposal

### ***Exploring Careers in Emergency Administration and Planning***

A-Z Index of Government Departments and Agencies: <https://www.usa.gov/federal-agencies/a>  
Best Places to Work in the Federal Government: <http://bestplacestowork.org/BPTW/index.php>  
Federal Hiring Tools:  
<https://www.avuecentral.com/casting/aiportal/control/hiringProcess;jsessionid=45a87c6852a9cf6f47dca2866407b6e317b5eedab53f1d4fa48335a3149cb24.e34Rah0TahaOc40Sch4Sc3aQchn0>  
Federal Resume Format: <http://www.resume-place.com/services/federal-resume-samples/>  
Go Government: <http://gogovernment.org/>  
Government by Topic: <https://www.usa.gov/contact-by-topic>  
Official US Executive Branch Websites: <http://www.loc.gov/rr/news/fedgov.html>  
State & Local Government on the Net: <http://www.statelocalgov.net/>  
State, Local, and Tribal Governments: <https://www.usa.gov/state-tribal-governments>  
US News and World Report:  
<http://money.usnews.com/money/careers/articles/2010/12/06/best-jobs-2011-emergency-management-specialist>  
Wikipedia: [http://en.wikipedia.org/wiki/Emergency\\_management](http://en.wikipedia.org/wiki/Emergency_management)

### ***Executive Agencies***

Department of Agriculture: <http://www.usda.gov/wps/portal/usda/usdahome>  
Department of Commerce: <https://www.commerce.gov/>  
Department of Defense: <http://www.defense.gov/>  
Department of Education: <http://www.ed.gov/>  
Department of Energy: <http://www.energy.gov/>  
Department of Health and Human Services: <http://www.hhs.gov/>  
Department of Homeland Security: <https://www.dhs.gov/>  
Department of Housing and Urban Development: <http://portal.hud.gov/hudportal/HUD>  
Department of the Interior: <https://www.doi.gov/>  
Department of Justice: [www.justice.gov/](http://www.justice.gov/)  
Department of Labor: <https://www.dol.gov/>  
Department of State: <http://www.state.gov/>

Department of Transportation: <https://www.transportation.gov/>  
Department of Treasury: <https://www.treasury.gov/Pages/default.aspx>  
Department of Veterans Affairs: <http://www.va.gov/>

### ***Professional Associations***

Academy of Criminal Justice Sciences: <http://www.acjs.org/>  
American Sociological Association: <http://www.asanet.org/>  
Association of Contingency Planners North Texas Chapter:  
<http://northtx.acp-international.com/>  
International Association of Emergency Managers: <http://www.iaem.com/home.cfm>  
International Emergency Management Society: <http://tiems.info/>  
International Recovery Platform: <http://www.recoveryplatform.org/>  
National Criminal Justice Association: <http://www.ncja.org/>  
National Emergency Management Association: <http://www.nemaweb.org/>  
United Nations Office for Disaster Risk Reduction: <http://www.unisdr.org/>

### ***Student Organizations***

International Association of Emergency Managers – Student Council (IAEM-SC):  
<http://public-administration.pacs.unt.edu/students/student-associations/iaem-sc>  
Public Administration Student Association (PASA):  
<http://public-administration.pacs.unt.edu/students/student-associations/welcome-unt-pasa>  
UNT Student Organizations: <http://studentaffairs.unt.edu/student-organizations>

### ***Job Search Links***

America Jobs: <http://www.americajobs.com/>  
AvueCentral:  
<https://www.avuecentral.com/casting/aiportal/control/avueCentral>  
Careers In Government: <http://www.careersingovernment.com/>  
Central Intelligence Agency: <https://www.cia.gov/careers/opportunities/cia-jobs>  
Clearance Jobs: <https://www.clearancejobs.com/>  
Cleared Connections: <http://www.clearedconnections.com/>  
Cleared Jobs: <https://clearedjobs.net/>  
Corporation for National and Community Service:  
<http://www.nationalservice.gov/about/careers>  
Department of Homeland Security: <http://www.dhs.gov/search-job-postings>  
Eagle Careers: <http://studentaffairs.unt.edu/eagle-careers>  
Federal Bureau of Prisons: <http://www.bop.gov/jobs/opportunities.jsp>  
Federal Government Jobs: <http://federalgovernmentjobs.us/>  
Federal Jobs: <http://www.federaljobs.net/>  
Federal Jobs Digest: <http://www.jobsfed.com/>

Federal Research Service: <http://www.fedjobs.com/>  
GovLoop: <http://jobs.govloop.com/>  
Government Job Bank: <http://www.govjobs.com/>  
Government Jobs: <http://www.govtjobs.com/>  
Independent Sector: <http://www.independentsector.org/jobs>  
Internal Revenue Service: <http://www.jobs.irs.gov/careers>  
International Association of Directors of Law Enforcement Standards and Training:  
<http://www.iadlest.org/POSTPortal.aspx>  
International City/County Management Association:  
[http://icma.org/en/icma/career\\_network/home](http://icma.org/en/icma/career_network/home)  
International Federation of Red Cross and Red Crescent Societies:  
<http://www.ifrc.org/en/who-we-are/working-with-us/working-with-us/>  
Local Government Institute: <http://www.govtjob.net/>  
National Association of Counties: <http://www.naco.org/counties/hire-quality-staff>  
National Security Agency: <http://www.nsa.gov/careers/index.shtml>  
State Job Banks: <http://www.careeronestop.org/jobsearch/findjobs/state-job-banks.aspx>  
State & Local Government on the Net: <http://www.statelocalgov.net/50states-jobs.cfm>  
Texas A&M Engineering Extension Services:  
<https://www.tamuengineeringjobs.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1470255330969>  
USA.gov: <https://www.usa.gov/>  
USA Jobs: <https://www.usajobs.gov/>  
U.S. Department of Treasury: <https://treasury.usajobs.gov/>  
U.S. Citizenship and Immigration Services: <https://uscis.usajobs.gov/>  
U.S. Marshals Service: <http://www.usmarshals.gov/careers/index.html>  
U.S. Postal Inspection Service: <https://postalinspectors.uspis.gov/employment/positions.aspx>  
Washington DC Job Source: <http://www.dcjobsource.com/>

### ***Internship Search Links***

America's Job Exchange: <http://www.americasjobexchange.com/>  
AvueCentral:  
<https://www.avuecentral.com/casting/aiportal/control/mainmenu?portal=PATHWAYS>  
Career Rookie: <http://www.careerrookie.com/>  
Central Intelligence Agency: <https://www.cia.gov/careers/student-opportunities>  
College Grad: <https://collegegrad.com/>  
Eagle Careers: <http://studentaffairs.unt.edu/eagle-careers>  
Indeed: <http://www.indeed.com/>  
InternJobs: <http://internjobs.com/>  
Internships: <http://www.internships.com/>  
Jobing: <http://www.jobing.com/>  
Jobs Flag: <http://www.jobsflag.com/>  
Jobs Radar: <http://www.jobsradar.com/>  
Link Up: <http://www.linkup.com/>

LinkedIn: [https://www.linkedin.com/jobs/?trk=hb\\_ft\\_jobs](https://www.linkedin.com/jobs/?trk=hb_ft_jobs)  
Opportunities in Public Affairs: <http://www.opajobs.com/entry-level-jobs-internships.html>  
Washington DC Job Source: <http://www.dcjobsources.com/fedinterns.html>  
White House Fellowships: <https://www.whitehouse.gov/participate/fellows>  
Washington Internship Institute: <http://wiidc.org/>  
Zip Recruiter: <https://www.ziprecruiter.com/>

### **Find a Mentor**

LinkedIn: <https://www.linkedin.com/>

### **Additional Resources**

Bankrate Cost of Living Calculator: <http://www.bankrate.com/calculators/savings/moving-cost-of-living-calculator.aspx>  
CareerHMO: <http://careerhmo.com/>  
CareerOneStop: <http://www.careeronestop.org/>  
CareeRealism: <http://www.careerealism.com/>  
CollegeGrad: <http://www.collegegrad.com/jobs>  
GlassDoor: <http://www.glassdoor.com/index.htm>  
Going Global: <http://online.goingglobal.com/default.aspx>  
LinkedIn: <http://university.linkedin.com/linkedin-for-students.html>  
mySkills myFuture: <http://www.myskillsmyfuture.org/>  
Salary Calculator Center: [www.jobsearchintelligence.com/salary-calculator-intro/-etc](http://www.jobsearchintelligence.com/salary-calculator-intro/-etc)  
Occupational Outlook Handbook: <http://www.bls.gov/ooh/>  
O\*NET OnLine: <http://www.onetonline.org/>  
PayScale Salary Survey: <http://www.payscale.com/wizards/choose.aspx>  
Sperring's Compare Cost of Living: <http://www.bestplaces.net/cost-of-living/>

**Need help figuring all this out? Call the Career Center and make an appointment with your Career Development Specialist! You can also get help with resume and cover letter writing and interview skills preparation.**

*\*Information for this handout compiled from the following Career Services Departments:*

Central Washington University: <http://www.cwu.edu/career/>  
Indiana University-Purdue University Fort Wayne: <http://www.ipfw.edu/offices/career/>  
Texas State University: <http://www.careerservices.txstate.edu/>  
University of North Carolina Wilmington: <http://www.uncw.edu/career/index.html>  
University of North Texas: <http://studentaffairs.unt.edu/career-center>  
University of Tennessee-Knoxville: <http://career.utk.edu/>  
University of Wisconsin-Eau Claire: <http://www.uwec.edu/Career/index.htm>

Revised by GK 8/2016