



UNIVERSITY OF  
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COLLEGE OF ARTS AND HUMANITIES  
*Office of the Dean*

## **Government and NGOs**

**David Ellis** (PhD, Second Language Acquisition, 2011)

**Deputy Director, National Foreign Language Center; Riverdale Park, MD**

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Dr. David Ellis is Deputy Director of the National Foreign Language Center (NFLC) at the University of Maryland. He manages the functional units of the Center, including art & media production, business development, instructional design, interactive media technologies, project management, quality assurance, second language acquisition, and web applications development. He is also Program Manager for the Analysis and Language Learning (ALL) contract, the NFLC's federally-funded project to develop e-learning materials at high levels of proficiency in critical languages, as well as numerous other smaller projects. Dr. Ellis joined the NFLC in 2006 after leaving the Defense Language Institute in Monterey, CA, where he was a faculty developer. He has over a decade of experience in foreign language teaching, training, and curriculum design. He also has several years' experience in management and administration in academic, business, and military settings.

**Jose Idler** (PhD, Philosophy, 2005)

**Communications Manager, District of Columbia Court System; Washington DC**

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José Enrique Idler obtained his PhD in philosophy in 2005 specializing in ethics and public policy. He has worked in international relations, managing government relations at a multi-national accounting firm, and in communications. He's currently a communications manager at the judicial system for the District of Columbia.

**Marc Ruppel**, (PhD, English, Textual and Digital Studies, 2012)

**Senior Program Officer, NEH, Division of Public Programs; Washington, DC**

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Marc Ruppel is a Senior Program Officer at the National Endowment for the Humanities, Division of Public Programs, where he specializes in digital media. Before joining the Endowment, Marc was a producer on several digital-experiential learning projects, a Communications manager for NASA, a web developer for MITH, the Maryland Institute for Technology in the Humanities, and taught courses in English and Comparative Literature here in College Park.

**Clare Stroud** (PhD, Linguistics, 2008)

**Senior Program Officer, Institute of Medicine; Washington DC**

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Clare Stroud, Ph.D. is a senior program officer with the Institute of Medicine, which is the health and medicine branch of the National Academy of Sciences. She currently serves as the director of a project on the health and well-being of young adults and co-director of the Forum on Neuroscience and Nervous System Disorders. Dr. Stroud first joined the IOM as a Christine Mirzayan Science and Technology Policy Graduate Fellow. She received her Ph.D. in linguistics from the University of Maryland, with research focused on the cognitive neuroscience of

language. During her doctoral program, she spent a year as an intern in the Congressional office of Rahm Emanuel. Dr. Stroud was also a member of the Associate Network at AmericaSpeaks, a non-profit organization that engaged citizens in decision making on important public policy issues. She received her bachelor's degree from Queen's University in Canada and spent a year at the University of Salamanca in Spain.

## **Museums, Non-profits, Archives and Arts Organizations**

**Brad Linde** (MM, Saxophone Performance, 2007)

**Artist-In-Residence/Jazz Programming Consultant, Atlas Performing Arts Center**

**Founder/Co-Director of the Bohemian Caverns Jazz Orchestra**

**Director, Brad Linde Ensemble, a 10 piece chamber ensemble**

**Leader/Co-Leader, DITCH PANTHER, TEAM PLAYERS, GINGERBRED, and DIX OUT**

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**Virginia (Ginny) Treanor** (PhD, Art History)

**Associate Curator, National Museum of Women in the Arts; Washington, DC**

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Ginny completed her undergraduate coursework at Hood College in Frederick, MD where she double majored in Art History and French. She received her MA from American University where she studied with noted feminist art historians Mary Garrard and Norma Broude. Ginny studied with Arthur Wheelock at the University of Maryland where she defended dissertation entitled, Amalia van Solms and the Formation of the Stadhouder's Art Collection, in December of 2011. Ginny has held positions at the Smithsonian American Art Museum, the National Gallery of Art and is currently the Associate Curator at the National Museum of Women in the Arts where she has co-curated the exhibitions, A World Apart: Anna Ancher and the Skagen Art Colony; and Workt by Hand: Hidden Labor and Historical Quilts.

## **Academic Administration**

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**Tanesha Leathers** (PhD Candidate, American Studies, 2015)

**Academic Advisor, College of Arts and Humanities; College Park, MD**

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Tanesha A. Leathers began her career in higher education working in residence life/campus life at Sage College of Albany (The Sage Colleges) and Williams College. She later moved on to work in academic affairs as an assistant program manager for the Center for Talented Youth at Johns Hopkins University. Currently, she is an academic advisor who works on recruitment and retention initiatives within the College of Arts and Humanities at the University of Maryland. She earned a B.A. in anthropology from Williams College, and is a Ph.D. candidate in American Studies at the University of Maryland.

**Kaylen Tucker** (PhD, English, 2008)

**Assistant Executive Director, Public Affairs & Communications**

**National Association of Elementary School Principals; Alexandria, VA**

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Kaylen Tucker is a strategic storyteller with ten years of experience in education publishing. Her mission has been to use the power of language to drive change in education. Whether it has been through helping school principals tell their own stories, translating research to best practices, or designing campaigns to influence policymakers and stakeholders, Kaylen has consistently created efficient processes to develop quality communications products that contribute to an overall organizational mission. Kaylen has held numerous roles at the National Association of Elementary School Principals, where she is currently Assistant Executive Director, Public Affairs & Communications. In this position she serves as Editor-in-Chief of *Principal* magazine. Kaylen earned a B.A. in English from Florida A&M University, and an M.A. in English from Purdue University, before going on to earn a Ph.D. in English from the University of Maryland, College Park. Her academic work focuses on identity politics in contemporary African American literature.

## **Community College and Private and Public School Teaching**

**Brad Linde** (MM, Saxophone Performance, 2007)

**Adjunct Professor, Northern Virginia Community College, Woodbridge Campus**

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**Marilyn Matar** (PhD, Modern French Studies, 2014)

**Upper School French Teacher, Connelly School of the Holy Child; Potomac, MD**

[mmatar@holychild.org](mailto:mmatar@holychild.org)

Marilyn Matar obtained her PhD in Modern French Studies in 2014 from the University of Maryland with a dissertation on the literary representations of the Lebanese civil war. She has published articles on the Francophone literature of the Mashrek and on the works of Richard Millet. She also holds a teaching diploma and a master's in French literature from the Université Saint-Joseph in Beirut. Before moving to the United States in 2004, she taught French in Lebanon in middle and high school and prepared students for the French baccalaureate. In the US, she taught a wide variety of classes in French language, literature and culture at the University of Maryland, at George Washington University and at the Alliance Française de Washington. She is currently teaching all the High School French classes at Connelly School of the Holy Child in Potomac, Maryland.

# Professional Pathways After Graduate School

Presented by the College of Arts and Humanities, Office of the Dean  
November 5, 2014

## TOP FIVE TIPS for applying for Government Agencies & NGOs

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1. Think big. You can't achieve what you don't first conceive, so don't sell yourself short.
2. Pursue a career you really love. Don't let practical constraints hold you back.
3. Pursue a career that fits your personality type. Find a position that maximizes your strengths and minimizes your need to overcome your weaknesses.
4. Value your time as much or more than money. Money can be replaced; time cannot.
5. First impressions are lasting impressions. Spend the time necessary to really put together a strong CV/resume and practice intensely before a job interview. Be eager but confident.

**Jose Idler** (PhD, Philosophy, 2005)

**Communications Manager, District of Columbia Court System**

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José Enrique Idler obtained his PhD in philosophy in 2005 specializing in ethics and public policy. He has worked in international relations, managing government relations at a multi-national accounting firm, and in communications. He's currently a communications manager at the judicial system for the District of Columbia.

1. Figure out what the job market is looking for—and not so much on what you have to offer (you need to frame your skills to fit the job market).
2. Gain and showcase some kind of "practical" experience—volunteering, internship, non-academic job, etc. (a strong "academic" brand may not help and will actually hurt in some cases).
3. Look into different kinds of non-academic settings—e.g. government, business, non-profit, etc.—and determine which way you would like to go (these environments are not only very different from each other, but they will determine your job-search strategy).
4. Speak with people who have followed a similar path, i.e. PhDs in non-academic settings (listen to their experience, but not too carefully – there's no precise path for PhDs in non-academic settings).

5. Ignore your academic peers (in a good way, of course—the point is to resist the external or internal pressure to think that unless you're following an academic career you don't have a legitimate path).

**Clare Stroud (PhD, Linguistics, 2008)**  
**Senior Program Officer, Institute of Medicine**

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Clare Stroud, Ph.D. is a senior program officer with the Institute of Medicine, which is the health and medicine branch of the National Academy of Sciences. She currently serves as the director of a project on the health and well-being of young adults and co-director of the Forum on Neuroscience and Nervous System Disorders. Dr. Stroud first joined the IOM as a Christine Mirzayan Science and Technology Policy Graduate Fellow. She received her Ph.D. in linguistics from the University of Maryland, with research focused on the cognitive neuroscience of language. During her doctoral program, she spent a year as an intern in the Congressional office of Rahm Emanuel. Dr. Stroud was also a member of the Associate Network at AmericaSpeaks, a non-profit organization that engaged citizens in decision making on important public policy issues. She received her bachelor's degree from Queen's University in Canada and spent a year at the University of Salamanca in Spain.

1. Gain experience outside of your academic research, for example, through internships, volunteer positions in the community, and service in your university and/or professional associations.
2. Do informational interviews with a wide range of people whose professional paths seem interesting to you. Use these conversations to learn more about what avenues you might like to pursue further; don't feel you have to figure this out before you go talk to anyone.
3. Start from the end result and work backwards: think first about what your passions are, what outcomes you want to work towards, what skills you most enjoy using, and what kind of environment would be a good fit for you. Don't start by focusing on what you think you are qualified for or what jobs are currently being advertised.
4. Be prepared to discuss how you could contribute to an organization's mission; focus less on your vision for the field and specific research expertise.
5. Think broadly about the subject areas you know about and the skills you have – you know more than you think you do. This not only helps an interviewer identify a good fit between you and the position, but also shows that you are flexible and feel comfortable stretching beyond the specific focus of your dissertation work.

**Marc Ruppel, (PhD, English, Textual and Digital Studies, 2012)**

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1. Stop viewing alt-ac/non-tenure/professional positions as a secondary choice, or one that closes the door on your research. Many institutions not only require a living research portfolio, but often incentivize publishing, presenting and engaging with the field.
2. Maintain a digital presence (you should have *at least* a personal website with an updated CV/ dissertation abstract/courses taught) and engage in *multiple* conversations online w/ several different communities (Twitter/blogs/MLA Commons/Google +/LinkedIn). This is the best way to not only get your name out there with those outside of your direct niche, but it's

also an opportunity to gain a sense of what's valued skill/research-wise in areas outside of your specialty.

3. Recognize that sometimes what's best for your non-academic/alt-ac career might not feed directly into your dissertation and publication goals. This includes gaining skills that might not transfer (immediately, at least) to your work in academic contexts. Learn about a digital tool, or attend a (free) conference about museum curatorial practices or documentary filmmaking.
4. Make peace with the realities of a non-tenure track future. The bad: this means regular hours, no winter/spring/summer breaks, and different emphasis on publication/research. The good: regular hours, no winter/spring/summer breaks (but rather vacation time/sick leave to be used at your discretion), different emphasis on publication/research (research might be more work-related; promotion might not depend on it, but there are sometimes direct incentives for carrying on a research agenda).
5. Learn how to frame your research in a way that speaks directly to the job you're looking for. This means that the short-form CV won't work-- you'll need descriptions of skills and their applicability rather than lists. And intern-- early and, when possible, often. Most government organizations will jump at the opportunity to work with a budding PhD, without any real restrictions on hours/workloads, etc. What works for you will likely work for them. A word of advice on this, though: view your internship initially as a raincheck, a way to get a perspective on the skills you'll need to find a permanent position down the road. Multiple interns at my organization, however, have recently been hired permanently. Timing is everything. Online engagement helps with timing.
6. Maintain a digital presence!!! If I was allowed, I'd list this as tips 6-10 as well. It doesn't matter what field you're in or where you're applying: if you're a medievalist who doesn't know of a single colleague with a personal website, then you can be the first. If you assume that the KSAs are substantial enough, think again: most, if not all, hiring committees will conduct a web search immediately after looking at your resume. Make sure that they find more than a Facebook profile or the recipe page of someone with the same name as you.

## **TOP FIVE TIPS for applying for Museums, Nonprofits and Arts Organizations**

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**Artist-In-Residence/Jazz Programming Consultant, Atlas Performing Arts Center  
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1. Be interested, be interesting
2. Make The Scene

3. Follow your passions, regardless of critics and responses
4. Work hard, be nice
5. Reach down, embrace and lift up

**Virginia (Ginny) Treanor** (PhD, Art History, 2011)  
**Associate Curator, National Museum of Women in the Arts**  
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Ginny completed her undergraduate coursework at Hood College in Frederick, MD where she double majored in Art History and French. She received her MA from American University where she studied with noted feminist art historians Mary Garrard and Norma Broude. Ginny studied with Arthur Wheelock at the University of Maryland where she defended dissertation entitled, *Amalia van Solms and the Formation of the Stadhouder's Art Collection*, in December of 2011. Ginny has held positions at the Smithsonian American Art Museum, the National Gallery of Art and is currently the Associate Curator at the National Museum of Women in the Arts where she has co-curated the exhibitions, *A World Apart: Anna Ancher* and the *Skagen Art Colony*; and *Workt by Hand: Hidden Labor and Historical Quilts*.

1. Avoid drama, be cordial to everyone. This will only every help you, not hurt.
2. Volunteer – ideally at the place where you would like to work or somewhere that will give you experience in the field you're hoping to get into. This can pay off greatly in the long run.
3. Be ready to provide examples of how you have used your skill set to a particular advantage.
4. Tailor your CV and application for each position you apply for.
5. Sign up for job alerts via SimplyHired, Idealist, USAJobs, etc....

## **TOP FIVE TIPS for Teaching in Community College & Private Schools**

**Marilyn Matar** (PhD, Modern French Studies, 2014)  
**Upper School French Teacher, Connelly School of the Holy Child; Potomac, MD**  
[mmatar@holychild.org](mailto:mmatar@holychild.org)

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1. Keep an open-mind: Stay open to different potential jobs and do not only look for academic jobs. Sometimes, what you may find might surprise you.
2. Know what you want and what is available out there for you depending on your own situation: each person has his or her own path and will build his or her own career (maybe your actual situation does not allow you to move to another state for an academic job, maybe the move won't be interesting, maybe you are not interested in an academic job: do not feel forced to go into it just because you have a PhD...).
3. Ensure that you get a complete understanding of your new work environment, and be prepared for a challenging transition: it is not always easy to switch to a new setting, for example: going from an academic setting to a high school setting.



4. Stay in contact with your former professors, colleagues and friends: this will allow you to know what is happening out there, to know about openings in some jobs before they even make-it to the job lists, to be aware of conferences and publications if you still want to publish...
5. When you find a job, make sure you ask as many questions as you can about it and know exactly what your role will be. You do not want to have bad surprises.

## **TOP FIVE TIPS for applying for Academic Administration**

**Tanesha Leathers** (PhD Candidate, American Studies, 2015)

**Academic Advisor, College of Arts and Humanities**

[tleather@umd.edu](mailto:tleather@umd.edu)

Tanesha A. Leathers began her career in higher education working in residence life/campus life at Sage College of Albany (The Sage Colleges) and Williams College. She later moved on to work in academic affairs as an assistant program manager for the Center for Talented Youth at Johns Hopkins University. Currently, she is an academic advisor who works on recruitment and retention initiatives within the College of Arts and Humanities at the University of Maryland. She earned a B.A. in anthropology from Williams College, and is a Ph.D. candidate in American Studies at the University of Maryland.

1. Use internship and externship opportunities to learn about work in academic administration and student affairs. Some of your programs may allow you to use these experiences as elective credit(s) that may be applied towards your degree requirements. Additionally, the aforesaid opportunities would broaden your network, and could potentially lead to job offers.
2. Learn to leave (some of) your jargon at the door. Working in higher education requires collaboration across departments and disciplines. Politics will always remain, but your ability to communicate to foster understanding will be more important than eliciting head nods from the handful of people at the table who also have degrees in your field.
3. Find a mentor who can guide you through this process. Someone who has worked in academic administration/student affairs will most likely have relevant wisdom (and connections) to share as you consider options for your professional future.
4. You've heard this time and time again, but it bears repeating: be open to new opportunities and experiences. Try to get outside of your comfort zone as it concerns professional paths. Also, don't assume that you will have to leave all that you love about research and academia on a dusty curb in your old academic neighborhood. Think of using the skills you've cultivated in new ways and in service of (old) academic interests you hold dear (e.g. through academic advising or program administration).
5. Be honest with yourself as you consider options and potential offers: would you prefer to work at a large research institution, a small liberal arts college, or are you genuinely open to any style campus depending upon the right position? Are you willing to move around or are you more interested in the stability of staying at one institution and working your way up, if possible? Are you excited about living in a small (college) town or does the idea bore you to tears? It's important to know and accept what you really want in terms of the type of work environment, work-life balance, and living situation you envision for yourself. Additionally, know what your deal breakers are.

**Kaylen Tucker** (PhD, English, 2008)

**Assistant Executive Director, Public Affairs & Communications**

**National Association of Elementary School Principals**

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1. Gain work experience outside of your academic department, and ideally outside of the university setting. These experiences will help you to naturally make connections between your academic work and non-academic careers.
2. Don't be afraid to start at the bottom, with an internship or entry-level position.
3. Learn the basics of AP style. Don't be intimidated if you don't have experience in a particular style used by a future employer. Once you've learned one style, you can learn any style quickly.
4. Take some time to think about your unique qualities and how you can translate them into a different field. Use a guide, such as *BRAG! The Art of Tooting Your Own Horn Without Blowing It*.
5. Take on short-term and temporary projects. When the organization is ready to hire, you will know it and be at the top of the list.

## General Application Tips

- Make it very clear you would work in the position. Be transparent! (not only about what you know, your special expertise in your field, but specifically how you can USE your knowledge in that particular job.
- Write simply, be direct, even dull. Do not be concerned with "impressive" writing
- With KSAs, there is no need to show how well you write – simply address specifically what they are looking for.
- Literally look at the application listing and directly answer each qualification. Do not be afraid to use the exact verbiage from the listing.
- Look for non-academic jobs in the same place as academic job listings.
- Be prepared for anything. Be open to the possibility of getting a non-academic position, even if it is not something you were considering originally.
- Do not say no! Take every opportunity that comes your way within your field.
- Do internships. These create experience, and most importantly, networks that will be very valuable to you when job hunting.
- Expand your computer/technical skills.
- TRY, TRY AGAIN! - Many of the non-academic positions are extremely coveted, just like academic jobs. So, do not give up. KEEP TRYING!
- BE PATIENT! The application process for government jobs takes a very long time and goes through many people.
- There is no seasonality to when govt. positions are open. Often, positions only become open when someone retires.
- Watch news to see what is happening in govt. climate to prepare for possible increases in activity or budget of a particular dept. This will often result in a hiring phase.

## What are KSAs?

**KSA** stands for Knowledge, Skills and Abilities. These are narrative or **Essay Statements**, which are frequently required along with a resume when applying for **government jobs**. The **KSA** statements must describe your experience in support of specific job-related questions. Your answers are designed to help **federal** hiring agencies select the best-qualified candidates for interviews. Your goal is to receive a high proficiency ranking from the information provided on your **KSA** statements. (see ksawriters.com)

## Helpful Websites for Writing KSAs

[www.ourpublicservice.org/OPS/programs/calltoserve/toolkit/KSAs.pdf](http://www.ourpublicservice.org/OPS/programs/calltoserve/toolkit/KSAs.pdf)  
[www.cdc.gov/hrmo/ksahowto.htm](http://www.cdc.gov/hrmo/ksahowto.htm)  
<http://www.ksadoctor.com/>  
<http://www.usajobs.gov/infocenter/resumetips.asp>  
<http://www.ksawriters.com/>

## Book recommendations

- ***So What Are You Going to Do with That?***  
Authors- Susan Basalla, Maggie Debelius
- ***Great Jobs for Liberal Arts Majors*** (Great Jobs Series)  
Author - Blythe Camenson
- ***Federal Resume Guidebook: Strategies for Writing a Winning Federal Electronic Resume, KSAs, and Essays***, 4th Edition  
Author - Kathryn K. Troutman
- ***How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Application Essays (KSAs), Interviews, Salaries, Promotions and More!***  
Author - Lily Whiteman