

# EDUCATION – ADMINISTRATION



## KEY SKILLS

- Communication
- Computer Competency
- Critical Thinking
- Cultural Competencies
- Decision Making
- Detail-oriented
- Interpersonal
- Leadership
- Organization
- Problem Solving



## CONCENTRATIONS/SPECIALIZATIONS

- Adult Education & Training
- Admissions
- Curriculum & Instruction Development
- Education Policy
- Education Research
- Elementary Education
- Higher Education/Postsecondary Education
- Human Relations
- Instructional Design & Technology
- Leadership/Management
- Secondary Education
- Student Affairs
- Registrar/Records



## SAMPLE DEGREES

- Curriculum & Instruction (MA, EdS, EdD)
- Education Policy (MA, EdD)
- Educational Leadership & Administration (MA, EdS, EdD)
- Elementary Education (BEd, MEd)
- Higher Education Administration (MA, EdD)
- Psychology (BA)
- Secondary Education (BEd, MEd)



## SAMPLE OCCUPATIONS

- Academic Advisor
- Administrative Manager
- Admissions Counselor
- Assessment Coordinator
- Associate Director
- Career Counselor
- College Dean
- College President/VP
- Education Consultant
- Guidance Counselor
- Instructional Coordinator
- Policy Researcher
- Program Coordinator
- Provost
- School Principal
- Student Affairs Coordinator
- Superintendent



## POSSIBLE WORK SETTINGS

- Certification Board
- Charter School
- Community College
- Educational Support Service
- Federal Government
- Lobbying Firm
- Local Government
- Nonprofit Organization
- Private School
- Professional School
- Public School
- Registrar's Office
- Research Institute
- Scholarship Foundation
- School Board/School District
- University



## SAMPLE STUDENT ORGS

- Association of Curriculum & Pedagogy Students
- Education Policy Student Association
- GW Women's Leadership Network
- Higher Education Student Association
- Students for Education Reform
- The GSEHD Student Association



## SAMPLE EMPLOYERS

- American Institutes for Research
- American University
- Brookings Institution
- Center for American Progress
- Citizen Schools
- City Year
- George Washington University
- Georgetown University
- DC Prep
- DC Public Schools
- EAB
- Fairfax County Public Schools
- ICF International
- Institute of Reading Development
- JumpStart
- KIPP DC
- Leo A Daly
- Match Education
- Mathematica Policy Research
- Montgomery County Public Schools
- National Education Association
- Northern VA Community College
- Smithsonian Institute
- SRI International
- Success Academy Charter Schools
- The Aspen Institute
- The Barrie School
- The Education Trust
- Trinity Washington University
- Urban Teacher Center
- US Department of Education
- US Department of Veterans Affairs
- World Teach



## PROFESSIONAL ORGS

- American Association of School Administrators
- Association of College Administration Professionals
- National Association of Colleges and Employers
- National Education Association
- National Education Policy Center (NEPC)

