



VILLANOVA
UNIVERSITY

MPA E-NEWSLETTER



We would like to wish everyone a
Happy 4th of July!!!

Exciting News!

The Department of Public Administration is pleased to announce that Villanova University undergraduate students can now declare a minor in Public Service and Administration. The minor is open to students from all Colleges and will require that they enroll in a minimum of 4 courses offered through the Department of Public Administration. We are looking forward to expanding our work with the undergraduate population and are excited to share the news with our MPA community. More information about the minor, curriculum and course descriptions can be found on our [website](#).



GOOD NEWS



Erin Kuchar (MPA '12) has accepted the position of Manager of Special Events with the New Yorkers for Children organization.

Ryan Martin (MPA '13) has accepted a position of District Executive, Washington District with the Boy Scouts of America Cradle of Liberty Council.

Jenna Streeter (Current Student) has been promoted to Communications Supervisor with the town of Hilton Head Island Fire and Rescue.

ICMA Student Chapter members, Shanna Lodge and EJ Mentry recently submitted a video to the ICMA "[Life Well Run](#)" video contest. They created two videos showcasing aspects of professional local government management, and were selected as the winners for their video "Interns". You can view the video [here](#). As the winners of this contest Shanna and EJ will be able to attend the annual ICMA conference in Charlotte, NC. Congratulations to Shanna and EJ and thank you to all of the students, staff and faculty who helped with the production.

CONGRATULATIONS ERIN, RYAN, JENNA SHANNA, AND EJ!!!

ASPA-IPMA HR Forum on Succession Planning

Tuesday, July 15, 2014 at 8:30am – 11:00am

Marriott Metro Center, 775 12th Street NW, Washington, DC 20005

The [American Society for Public Administration](#) is hosting a forum entitled "*Preparing for the Future: Succession Planning at the Federal, State and Local Levels*". A conversation and breakfast will begin at 8:30 am and a panel to follow starting at 9:00 am. The event is **FREE!!!** To register, click [here](#).

Other Events of Interest:

September 1, 2014

**Eighth Annual Graduate Workshop Series at the
University of Pennsylvania**

(see attached)

Save the Date....

October 21, 2014 11:30 am – 5:00 pm

2nd Annual Community Development Graduate Research Forum at the
Federal Reserve Bank of Philadelphia

The Community Development Studies & Education Department (**CDSE**) at the Federal Reserve Bank of Philadelphia is hosting their annual forum for graduate students pursuing research in the field of community development. CDSE will showcase graduate students works from the region and the students will present their summaries at this year's forum which will be published in a Federal Report.

To learn more about the work of the Community Development Studies & Education Department at

<http://www.philadelphiafed.org/community-development/>

(see attached)

SOME IMPORTANT DATES TO KNOW....

- **July 12, 2014 – Summer Comprehensive Exam.**
- **September 10, 2014 – DEADLINE to apply for Fall Comprehensive Exam.**
- **September 15, 2014 – DEADLINE to apply for December 2014 Graduation.**
- **August 23, 2014 – ORIENTATION for students beginning in Summer 2014 and Fall 2014 in Bartley 1010 at 11:30a – 2:00p.**

JOB OPPORTUNITIES:

- ❖ Assistant/Associate Director – Harris School CDO, Chicago, IL (see attached)
- ❖ [Director, Global Government and Public Policy](#) – McGraw Hill Financial, Washington, DC
- ❖ [Public Policy and Government Relations State Counsel/Manager](#) – Google, Washington, DC
- ❖ [Director, Business Development, Public Sector](#) – Kronos, Chelmsford, MA
- ❖ [Senior Associate, Research, Public Safety Performance Project](#) – The Pew Charitable Trusts, Washington, DC

- ❖ [Senior Manager Public Policy](#) – Bayer, Whippany, NJ
- ❖ [Executive Director, International Vaccine Public Policy](#) – Merck, West Point, PA
- ❖ [Manager, Public Policy and Public Affairs](#) – Commonwealth of Massachusetts, Boston, MA
- ❖ [Marketing and Communications Associate](#) – ICMA, Washington, DC
- ❖ [Director, Meadowbrook Farm](#) – Pennsylvania Horticultural Society
- ❖ [Director, Gardening Programs](#) – Pennsylvania Horticultural Society
- ❖ [Development Manager](#) – Playworks, Philadelphia, PA
- ❖ [Communications Strategist](#) – City of Tigard, Tigard Oregon
- ❖ Executive Director – The Republican Committee of Lower Merion and Narberth (Ardmore, PA). If interested, you may email your resume and level of interest to Liz Havey at lizphavey@gmail.com. Please put "Executive Director" in the subject line of the email. (*see attached*)
- ❖ [Communications and Public Affairs Director](#) – NASPAA, Washington, DC (*see attached*)

INTERNSHIPS AND FELLOWSHIPS:

- ❖ [Impact 100 Philadelphia](#) is accepting applications for the first Founder’s Fellowship Class. If you are interested or know of anyone to recommend, please contact The Founders’ Fellowship at: foundersfellowship@impact100philly.org. Applications will be available on their website later this summer.

HELPFUL LINKS:

[VU Career Services](#)
[The Non-Profit Times](#)

Like us on [Facebook](#) • Connect with us on [LinkedIn](#) • Follow us on Twitter [@villanovampa](#) Check out our [blog!](#)
 Stay connected with classmates, professors and network with other MPA professionals.
 Share your news with us – email: adriane.adams@villanova.edu.



POSITION ANNOUNCEMENT:

COMMUNICATIONS AND PUBLIC AFFAIRS DIRECTOR

The Network of Schools of Public Policy, Affairs, and Administration (NASPAA) is a small but dynamic nonprofit association dedicated to excellence in public service and public service education. Our institutional membership includes more than 280 graduate schools of public policy, affairs, and administration in the United States, and since 2012, around the world. NASPAA is their accreditor, their advocate, and their community. In addition to providing outstanding support to our member institutions, NASPAA is committed to bringing the compelling message of the Master of Public Administration degree and Master of Public Policy degree (MPA and MPP) to the attention of a wide range of constituencies: prospective and current students, employers in the public and nonprofit sectors, policymakers, and increasingly, an international audience.

We are seeking a Communications and Public Affairs director to take our communications to a new level, by maintaining and building on recent work, and by introducing new creative approaches to the challenge of communications, outreach, and advocacy for graduate public affairs education.

PRINCIPAL RESPONSIBILITIES OF THE POSITION:

- Develop and implement a comprehensive, integrated communications strategy for the major activities of NASPAA.
- Direct effective and interactive communications with our 280 graduate school members.
- Develop and disseminate high-impact external communications to the public, prospective students and employers, as well as regulators and funders.
- Conduct ongoing outreach efforts to prospective institutional members, particularly overseas.
- Contribute to the advocacy efforts of the association regarding human capital and public service, and the other efforts of NASPAA to advance the status of public service.

The successful candidate will be a creative, outgoing, hard-working individual with the ability and experience to create content (40%), execute marketing and communications efforts (40%), and conduct ongoing advocacy efforts on behalf of public affairs graduate students and schools (20%). This is an exciting opportunity to run a one-person communications office that contributes nationally to public service education. The successful candidate will have the vision, experience, and skills to work directly with the executive director, staff, and elected leadership.

MISSION and VISION:

The successful candidate will need to demonstrate their ability to develop and manage a one-person communications and public affairs shop for a small but dynamic sector of higher education. He or she will also reflect an understanding of the mission of public affairs education in both the higher education landscape and in the sphere of public policy and administration. This position requires an individual capable of performing every aspect of a small communications office. He or she will plan, organize, control and direct operations and activities involved in the creation, design, execution, and dissemination of communications and outreach efforts. The successful candidate will bring a vision for communicating the message of professional public service education to our stakeholders, and the world!

SPECIFIC JOB REQUIREMENTS AND RESPONSIBILITIES

- Run a one-person communications office for a non-profit, prioritize projects, work to budget, and deliver high quality, compelling, creative products on time.
- Work with the executive director and staff to develop and articulate a communications strategy that reflects organizational priorities and shared strategies for advancing a consistent and effective message.

- Develop and distribute communications to member schools that are timed appropriately, well-written and produced, and with a consistent tone and brand.
- Develop and implement external outreach efforts to prospective students and employers regarding the value of the MPA, and to graduate schools around the world regarding the value of NASPAA institutional membership and accreditation.
- Work with NASPAA staff and stakeholders to write and post content on the web regarding NASPAA programs and initiatives.
- Conceptualize and execute web-based communications. This includes contributing both strategic vision and message-- and an understanding of user needs-- to the planned 2015 overhaul of NASPAA's website. Fluency in the applications necessary to create web pages and HTML documents is expected.
- Demonstrate mastery in using social networking (Twitter, YouTube, LinkedIn, Facebook) and emerging technologies to advance the outreach and advocacy purposes of the association.
- Understand political and public policy processes, particularly as it pertains to issues in higher education, and public sector employment.
- Use web analytics and social media metrics, member surveys, etc. to analyze and improve NASPAA communication and outreach efforts.
- Communicate with international stakeholders to build NASPAA's standing as an international organization and accreditor.
- Maintain and extend partnerships with other "good government" groups to advance quality and relevance in public affairs education, and career opportunities for MPA and MPP graduates.
- Develop strong working relationships with relevant national and DC media outlets that cover` public service, and be able to pitch and place occasional stories in support of NASPAA priorities.
- Demonstrate a strong commitment to NASPAA's mission of professional public service and public affairs education, and a sincere respect for public service.

Qualifications: Individuals with a master's in a relevant field, such as communications, marketing, journalism, public administration, public policy, or nonprofit management. Coursework or experience in web design and/or social media a plus. The individual should also possess an understanding of the higher education sector. Excellent writing skills, strong organization and communication skills, ability to meet deadlines, accuracy and attention to detail, and strong human relations skills are required. Ability to manage projects and accommodate stakeholder input required. Fluency with MS Word, membership management software, Access, PowerPoint and Word, and experience with website development applications (preferably wordpress) are assumed. A successful applicant will be able to show communications products from previous positions or coursework.

We will consider candidates at both the Associate and Director level. The Associate level is for candidates with less than 5 years of professional work experience, and is structured as a more developmental position, with opportunity to invest in continued skill development.

Salary/Benefits: Salary is commensurate with experience, and includes full benefits package: health insurance, paid vacation, Federal holidays, sick leave, disability insurance, and TIAA-CREF pension contribution. Daily work hours are flexible around a core. Travel to NASPAA's annual conference site is required; other travel is under the direction of the executive director.

The position is located in NASPAA's offices at 1029 Vermont Ave NW, Suite 1100, Washington, DC (1 block from McPherson Square Metro) and is a permanent, exempt position, subject to a six month probationary review. NASPAA is an equal opportunity employer.

Application Deadline: Applications will be accepted starting immediately, and interviews will be scheduled starting July 1 until the position is filled.

Starting Date: July-August 2014, though we will certainly consider candidates with earlier or later start date requirements.

APPLICATION PROCESS:

Interested individuals should submit an application letter and resume via email to projectassistant1@naspaa.org. The subject heading should read "NASPAA Position in Communications and Public Affairs." The application letter should show that the applicant understands NASPAA's mission, as well as the relationship of the applicant's experience, skills, and abilities to NASPAA and position requirements. An applicant may submit names of references with the application letter and resume; however, these supplemental materials will not be reviewed in the initial stage. A limited number of applicants will be selected for interviews; names of references will be required from finalists following initial interviews.

Executive Director, The Republican Committee of Lower Merion and Narberth
(Ardmore, PA)

If interested please email your resume and level of interest to Liz Havey at lizphavey@gmail.com. Please put "Executive Director" in the subject line of the email.

Job Description: Assist one of the most influential Republican organizations in PA as it welcomes new leadership and prepares for the 2014 elections. Help organize and attend RCMLN events, update the organizations website and social media presence, assist in drafting relevant blogs for the website, research and prepare useful articles for our members, interface with our members, assist in roll-out of a mobile app for our members, take part in door to door campaign activities and perform clerical duties for the organization. The Republican Committee of Lower Merion and Narberth works throughout the year to elect, local, state, and federal Republican candidates and to help inform the public about policies that affect Lower Merion neighborhoods, schools, and the community.

2ND ANNUAL COMMUNITY DEVELOPMENT GRADUATE RESEARCH FORUM

SAVE THE DATE!

October 21, 2014
11:30 a.m. – 5:00 p.m.
Networking reception to follow

LOCATION:

Federal Reserve Bank of Philadelphia

REQUEST FOR ABSTRACTS:

Research related to community and economic development, including topics such as:

- Community revitalization
- Housing affordability
- Access to credit
- Household financial stability
- Employment and education
- Workforce development
- Health and food security

ABSTRACT DEADLINE:

Please submit an abstract outlining your research questions, methods, and findings to Keith Wardrip (keith.wardrip@phil.frb.org) by **September 16, 2014**.

Building on last year's success, the Community Development Studies & Education Department at the Federal Reserve Bank of Philadelphia is again hosting a forum for graduate students pursuing research in the field of community development.

At this event, attendees will have the opportunity to participate in a thoughtful dialogue about emerging community development research, network with other graduate students and Fed staff, and learn about the research currently underway at the Philadelphia Fed.

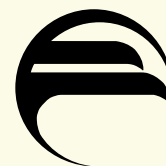
Graduate students selected to present at this forum will have the opportunity to summarize their research in a new Philadelphia Fed report created specifically for this event!

Registration for students and faculty interested in attending the forum will begin in September, so stay tuned!

Learn more about the work of the Community Development Studies & Education Department at <http://www.philadelphiafed.org/community-development/>

QUESTIONS?

Contact Keith Wardrip:
keith.wardrip@phil.frb.org
(215) 574-3810



FEDERAL RESERVE BANK OF PHILADELPHIA
Community Development Studies & Education Department



June 27, 2014

University of Chicago Harris School of Public Policy Career Development Office

Position Available:

Assistant/Associate Director, Career Development

Position ID:

095743

Position Summary:

Works in an employer relations role to secure additional internships and full-time opportunities for Harris students. Meets with employers to discuss recruiting strategies and hiring needs. Analyzes markets and trends as they relate to job searches. Coaches students on appropriate career management and job search skills in a one-on-one setting, large lectures, hands-on workshops, and special events in an effort to help them find suitable jobs and internships and to guide them to be competitive applicants. Solicits and analyzes student feedback and evaluations and helps strategize with other career services staff members, student organizations, and staff to determine program offerings and innovations. Conceptualizes, develops, and delivers career management programming. May partner with industry, regional, or functional student groups to assist in planning and delivering career-management related programming. Manages or leads various special projects/programs that provide career related support.

Position Responsibilities:

- Represent the Harris School to external constituencies
 - Develop and maintain relationships with employers and alumni.
 - Develop and maintain partnerships with external agencies, community, and government organizations.
 - Research and conduct outreach to potential employers regarding internships and full-time job opportunities.
 - Collaborate with CDO Director and staff on employer recruitment strategy and long-term strategic planning/goals.
- Provide career counseling and programming to current students and alumni on topics including but not limited to:
 - Job search strategies/resources
 - Resume and cover letter writing
 - Interviewing skills
 - Networking
 - Salary negotiation
- Support/Manage Harris Internship Program
 - Market program
 - Develop partnerships
 - Manage logistics, budgets, and evaluation
- Develop new services and programs to support career planning and job search.

- Develop and maintain relationships with student groups.
- Monitor and participate in social media outreach efforts.
- Collaborate with internal constituencies including dean of students, admissions, and alumni relations.
- Collaborate with multiple career services offices throughout the university.

Education:

- Bachelor's Degree required
- Advanced Degree strongly preferred

Experience:

- A minimum of two years experience advising students required. Experience in higher education institution preferred.
- A minimum of three years experience in career advising, program development, and employer relations preferred.

Competencies:

- Expertise in counseling, program development, employer relations, or related area required.
- Deep commitment to customer service and the ability to multitask, meet deadlines, and work successfully in a fast-paced environment required.
- Demonstrated success in maintaining collaborative relationships with diverse constituencies required.
- Knowledge of career development theory and strong coaching/counseling skills required.
- Excellent verbal and written communication skills required.
- Ability to communicate with large groups as well as one-on-one with students, alumni, senior administration, faculty, and employers required.
- Willingness and ability to travel and work some evenings and weekends required.

****To apply, please go to***

https://jobopportunities.uchicago.edu/applicants/jsp/shared/search/Search_css.jsp and search Requisition Number 095743.

The Penn Program on Democracy, Citizenship, and Constitutionalism invites paper proposals for its Eighth Annual Graduate Workshop Series at the University of Pennsylvania. We welcome submissions by graduate students from any university and discipline whose paper relates to one or more of the program's overarching themes of democracy, citizenship, and constitutionalism.

The Penn DCC Program, established with the aid of a grant from the Andrew W. Mellon Foundation, provides an interdisciplinary venue for graduate students to present their research and receive constructive scholarly feedback. We believe that cross-disciplinary discussion illuminates our understanding of the issues raised by the program themes. You can see previous workshops presented at the DCC here: <http://www.sas.upenn.edu/dcc/events-workshops>

The DCC Graduate Workshop is a yearlong series that is held once a month between September 2014 and May 2015 and is organized by the DCC Program's Graduate Fellows. Two graduate students present their papers at each meeting. Presentations are approximately 10 minutes per paper and are followed by a group discussion. We ask workshop participants to read the papers prior to the event. Papers are circulated 10 days in advance of the workshop and should be no more than 25 double-spaced pages.

Please send 1) an abstract of up to 300 words including a working title for the paper and 2) a brief statement that indicates your discipline and institution, as well as when your paper will be ready. Do not hesitate to apply if your paper will be ready at a later date since we hold workshops throughout the academic year. We do not have the funds to provide for travel or accommodations.

Please submit abstracts by **Friday, August 1, 2014** to PennDCC@gmail.com. Feel free to contact us with any questions.

DCC Graduate Fellows,

[Ian M. Hartshorn, Political Science](#)

[Sarah Rodriguez, History](#)

[Basak Taraktas, Political Science](#)