WHAT CAN YOU DO WITH A B.A. IN SOCIOLOGY??

THE SKY IS THE LIMIT!

https://www.bls.gov/ooh/

Look up...
- Average salary for different jobs
- Qualifications required for different jobs
- Which jobs are
  - Growing/in demand (lots of hiring) vs.
  - Shrinking (not much hiring)
Check out these Occupation Groups
HOW TO FIND INTERNSHIPS

• Informational Interviewing
  • Find someone who has a job you like
  • Ask them about how they got there
• Indeed.com
• Find an organization that’s interesting and ask if they offer internships
• Examples of Internships from Past Sociology Majors
  • [https://www.csun.edu/social-behavioral-sciences/sociology/alpha-kappa-delta-volunteerinternships](https://www.csun.edu/social-behavioral-sciences/sociology/alpha-kappa-delta-volunteerinternships)
• SUNlink – Job and Internship Database
  • [https://csun-csm.symplicity.com](https://csun-csm.symplicity.com)
Career & Internship Fair

Tuesday, March 13, 2018
USU Northridge Center & Grand Salon
10 A.M. - 1 P.M.

requests for accommodations must be made 2 weeks prior to event

www.csun.edu/career (818) 977-5878
@csuncareercenter

www.csun.edu/career

Non-Profit & Government Career Fair

Wednesday, March 28th
11:00 AM - 2:00 PM

USU - Northridge Center

R.S.V.P. On Sunlink!

Follow us!

F / T / I / Y / L / N

CSUN Career Center

www.csun.edu/career
Entry-Level CAREERS IN SOCIOLOGY

BA BACHELOR'S DEGREE

WORKING WITH INDIVIDUALS
- Case Management
- Classroom Assistant
- Police/Court Officer
- Probation Officer
- Community Outreach
- Political Organizer

BA BACHELOR'S DEGREE

DEVELOPING & SUPPORTING PROGRAMS
- Program Assistant
- Public Relations/Communications Assistant
- Fundraising/Development Assistant
- Event Planning/Special Events Assistant

BA BACHELOR'S DEGREE

CONDUCTING RESEARCH & ANALYZING DATA
- Research Assistant
- Data Analyst
- Policy Analyst
- Market Researcher
Examples of jobs our CSUN majors have found recently....

**Employer:** Dignity Health Northridge Hospital - Center for Assault Treatment Services (CATS)

**Job Title:** Administrative Coordinator/Forensic Interviewer

**What my job involves:** I conduct Spanish and English Forensic interviews. I interview patients starting at age 3 and older who have been victims of sexual abuse, domestic violence, physical abuse, neglect, or have been witnesses to an assault.

Additionally, my job entails administrative work duties, such as filing, making copies of forms, putting charts together, making copies of DVDs of interviews and exam photos, making copies of the patients' medical records. I also make the appointments for our referrals by Law Enforcement and the Department of Children and Family Services. I maintain our database as well.
Employer: UCLA - School of Nursing  
Job Title: Staff Research Associate

What my job involves: I recruit participants for our research project on children with congenital heart disease. I talk to children and their families, administer surveys and assessments to children, enter data into SPSS, do basic data analysis. We use MRI scans and a learning assessment (test) to study children’s cognitive development, memory and ability to care for themselves. I am going to get to do my own side-project, too!

Here’s the ad for my job:

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree in health, biologic, or social sciences; or equivalent combination of education and experience.</td>
<td>Required</td>
</tr>
<tr>
<td>Minimum of 1 year as an RN or paid experience in a health, biologic or social science field or research coordinator experience.</td>
<td>Preferred</td>
</tr>
<tr>
<td>Proficiency in reading and writing English</td>
<td>Required</td>
</tr>
<tr>
<td>Conversational Spanish, ability to read and write</td>
<td>Preferred</td>
</tr>
<tr>
<td>Demonstrate basic knowledge of medical terminology</td>
<td>Required</td>
</tr>
<tr>
<td>Demonstrates strong oral and written communication and interpersonal skills, comfort in talking to teenagers and parents one-on-one using age-appropriate vocabulary and grammar to convey or obtain information</td>
<td>Required</td>
</tr>
<tr>
<td>Ability to work flexible hours, some Saturdays or evenings when needed</td>
<td>Required</td>
</tr>
<tr>
<td>Computer skills / ability (EXCEL, SPSS database management, Word-processing, emails)</td>
<td>Required</td>
</tr>
<tr>
<td>Skill in performing basic clerical tasks, such as maintenance of records, filing, and copying, neat and legible penmanship.</td>
<td>Required</td>
</tr>
<tr>
<td>Excellent organization skills and communication with study participants and other members of the research team in scheduling appointments</td>
<td>Required</td>
</tr>
<tr>
<td>Ability to work independently with minimal supervision after orientation</td>
<td>Required</td>
</tr>
<tr>
<td>Demonstrate professional behavior and appropriate physical attire when working with study participants</td>
<td>Required</td>
</tr>
</tbody>
</table>
Foster Care/Adoption Case Assistant
Extraordinary Families -

• Assist with general case management duties, including but not limited to arranging for and scheduling client services, completing and reviewing client/foster parent documentation, collecting documents from service providers, completing billing documents, etc.
• Maintain and audit foster care and adoption files; assist with development of treatment plans, including developing treatment goals.
• Provide notification to foster parents and Social Worker staff regarding upcoming foster parent recertification.
• Performs data entry into automated programs to track relevant data.
• Prepare, collect, organize, and maintain adoption related documents in compliance with adoption regulations from agency, courts, county, and state; complete state billing for completed adoptions.
• Participate in recruitment activities in the community.
• Monitor visitation between foster youth and approved visitors.
• Provide transportation for foster youth to and from agency office.
• Participate in Saturday and evening functions, including but not limited to: holiday party, summer picnic, and applicant/foster family trainings. Participate in preparation of events.
• Other duties as assigned.

Qualifications

• Bachelor’s degree in social work, psychology or child development
• One year of related experience; nonprofit experience preferred
• Self-starter; seeks guidance when needed
• Competence in Microsoft Word, Excel, PowerPoint, and Outlook
• Ability to organize, plan, and prioritize duties
• Team player with strong attention to detail, accuracy, and problem solving abilities
• Good verbal and written communication skills; English/Spanish Bilingual preferred
• Satisfactory health screen and Live Scan background check; satisfactory TB test
• Must have reliable transportation with space to transport children, valid CA Driver’s license, a clear DMV record and current liability insurance.

Other examples that I found online

Other Search Terms for Similar Positions:

• Case Manager
• Care Coordinator
Human Resources Assistant

Hiring & On-Boarding Process:
- Order Background Checks
- Conduct reference checks
- Email communication to new hire before start – what to expect on first day
- Prepare HR orientation packet – new hire forms, emails, etc.
- Make sure work station is ready for new hire – clean & stocked with supplies
- Prepare parking form and assignment
- Assign Buddy and discuss responsibilities
- Prepare HR Personnel File Folder

Benefits Administration:
- Prepare intro email to new hire for eligibility
- COBRA compliance – input new hires & process terminations
- Process billing & reconcile against accounting accrual – UHC, Kaiser, HSA Bank, Transamerica Life
- Prepare payroll deduction forms & forward to payroll for processing
- Send out 401k Quarterly Eligibility email

Legal Posters for all locations

Audit Personnel Files & I-9 files

EEO-1 Reporting process

ACA Compliance – maintain coverage file (include new hires & terminations)

Org Chart – notify HR of changes – new hires, terms, transfers, promotions, etc.

Respond to employment verifications

Systems:
- Clear Company ATS
- Halogen – Performance & Learning Module
- Amex Business Travel – maintain account, add & delete users

Maintain Lists/Tracking:
- Parking Assignment
- Staff Tracking
- Active Employee List
- Emergency Contact List
- Emergency Evacuation Sheet
- Land’s End Coupon Assignment List
- On-Boarding Checklist
- Company Phone Directory

Bachelor’s Degree Preferred, immediate opening

Research Assistant

**Essential Functions**

- Monitors and processes clinical outcome measures.
- Conducts data cleaning and helps ensure quality of data collected.
- Consults with individual program staff regarding administration and scoring of various outcome measures.
- Drafts and provides written and verbal feedback regarding outcomes projects to program management and staff.
- Participates in training staff on administering outcome measures.
- Maintains adequate supplies of measures for each program and project.
- Performs other administrative duties as needed.
- May perform translation services as needed.
- Develops outcome administration and compliance reports.
- Participates in continuous quality improvement projects.

- Bachelor's Degree preferably in Social Science, Psychology, Sociology or similar.
- Ability to gain a strong working knowledge of statistical methods including logic, models, and evaluation.
- Support the values and mission of Didi Hirsch as related to employment.
- Know and comply with Agency policies and procedures, HIPAA, DMH policies and regulations, and other state, federal regulations as they apply to this position.
- Present ideas, information, and viewpoints clearly, both verbally and in writing.
- Efficiently use personal computer to include: Word, Excel, Access and SPSS.
- Utilize analysis, experience, and judgment to make decisions.
- Experience or training in research and evaluation preferred.
- Demonstrate commitment to team objectives.
- Adapt to changing needs by acquiring new skills and knowledge.
- Current California driver’s license and a driving record acceptable to the Agency’s insurance carrier.

Link to Original Job Post: https://rn11.ultipro.com/DID1000/JobBoard/JobDetails.aspx?__ID=758F931AFB6827C48&__jbsrc=50FE812B-2A53-4336-92A4-7C1C5EE273E0
LINKS TO OTHER JOB POSTINGS

• Program Assistant
  • Homeless Health Care Los Angeles
    • https://www.indeed.com/job/program-assistant-e04dad60dc630db6

• Classroom Assistant
  • Looking Glass Children’s Services
    • https://www.indeed.com/job/classroom-behavioral-intervention-5f219a8cbc5fc7d1

• Development Assistant
  • Homeless Health Care Los Angeles
    • https://www.indeed.com/job/development-assistant-48c0633630243b46
What Do You Value in Work?

- **Achievement:** doing work that yields results
- **Independence:** working and making decisions on your own
- **Recognition:** receiving attention for your work
- **Relationships:** working alongside coworkers as well as helping others
- **Support:** having supportive management
- **Working Conditions:** being in an environment that has good conditions
- **Autonomy:** receiving little or no supervision
- **Helping Others:** providing assistance to individuals or groups
- **Prestige:** having high standing
- **Job Security:** a high probability that one will remain employed
- **Collaboration:** working with others
- **Helping Society:** contributing to the betterment of the world
- **Compensation:** receiving adequate pay
- **Utilizing Your Skills and Background:** using your education and work experience to do your job
- **Leadership:** supervising/managing others
- **Creativity:** using your own ideas
- **Variety:** doing different activities
- **Challenge:** performing tasks that are difficult or new to you
- **Leisure:** having adequate time away from work
- **Recognition:** receiving credit for achievements
- **Artistic Expression:** expressing one’s artistic talents
- **Influence:** having the ability to affect people’s opinions and ideas
CSUN Master’s in Sociology Program

Application Requirements

• Bachelor’s Degree in Sociology (or related)
• GPA of 3.0 or higher (if not have to take the GRE)
• Two Letters of Recommendation
• Undergrad Transcript
• 10-12 page Writing Sample
• Statement of Purpose
• TOEFL Exam (for international applicants)
## Sociology Master’s Students Jobs 2013-2017

<table>
<thead>
<tr>
<th>Employer/Grad Institution</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D. Program in Sociology at UC-San Diego</td>
<td>Doctoral Student</td>
</tr>
<tr>
<td>Ph.D. Program in Sociology at UC-Riverside</td>
<td>Doctoral Student</td>
</tr>
<tr>
<td>UCLA Department of Geography</td>
<td>Student Affairs Officer</td>
</tr>
<tr>
<td>M.A. Program in Educational Counseling at USC</td>
<td>Master's Degree Student</td>
</tr>
<tr>
<td>Ph.D. Program in Sociology at Washington State University</td>
<td>Doctoral Student</td>
</tr>
<tr>
<td>UC-Davis IRB Administration</td>
<td>Biomedical Committee Analyst</td>
</tr>
<tr>
<td>Fullerton College</td>
<td>Transfer College Specialist</td>
</tr>
<tr>
<td>Ph.D. Program in Sociology at the Univ of Nevada-Las Vegas</td>
<td>Doctoral Student</td>
</tr>
<tr>
<td>Ph.D. Program in Sociology at UC-Davis</td>
<td>Doctoral Student</td>
</tr>
<tr>
<td>Mt. San Antonio College</td>
<td>Educational Research Assessment Analyst</td>
</tr>
<tr>
<td>College of the Canyons, East LA College, &amp; Pierce College</td>
<td>Lecturer</td>
</tr>
<tr>
<td>CSUN &amp; College of the Canyons</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Passenger Inc. Marketing Research</td>
<td>Research Manager</td>
</tr>
<tr>
<td>Ph.D. Program in Sociology University of Nevada-Las Vegas</td>
<td>Doctoral Student</td>
</tr>
<tr>
<td>Ph.D. Program in Sociology at UC-San Diego</td>
<td>Doctoral Student</td>
</tr>
<tr>
<td>Mitward Brown - Global Research</td>
<td>Senior Business Analyst</td>
</tr>
<tr>
<td>Kravitz Inc. Marketing Firm</td>
<td>Marketing Specialist</td>
</tr>
<tr>
<td>J.D. Power</td>
<td>Research Supervisor</td>
</tr>
<tr>
<td>NFI</td>
<td>Quality Compliance Manager</td>
</tr>
<tr>
<td>College of the Canyons</td>
<td>Lecturer</td>
</tr>
<tr>
<td>CSUN Center for Assessment, Research, and Evaluations</td>
<td>Evaluation Coordinator</td>
</tr>
<tr>
<td>UNLV Ph.D. Program in Sociology</td>
<td>Doctoral Student</td>
</tr>
</tbody>
</table>

[Link to Recent MA Students Where Are They Now](http://www.csun.edu/sites/default/files/Grad%20Students%20Where%20are%20They%20Now%20updated_2.pdf)
RESUME AND COVER LETTER HELP

- Walk-In or Appointment with Career Center
- https://www.csun.edu/career

LOCATION
Bayramian Hall 413
18111 Nordhoff St.
Northridge, CA 91330-8241
Telephone (818) 677-2878
Fax (818) 677-4561

HOURS
Monday - Thursday: 9:00 AM - 5:00 PM
Friday: 9:00 AM - 4:00 PM

DROP-INS
Monday - Thursday: 11:00-12:45 PM and 2:00-3:45 PM
Friday: 12:00-1:45PM