

# GLOBAL CAREER BOOT CAMP

OPPORTUNITIES BEYOND BORDERS



## TOOL BOOK

Foreign Policy Association



“By developing a citizenry that is enlightened and informed about international relations, the Foreign Policy Association performs an invaluable service to our country.”

– President Ronald Reagan



The Foreign Policy Association hopes to inspire others to participate in international affairs and the foreign policy process. FPA's Global Career Boot Camps and Global Job Board provide invaluable tools for internationally-minded professionals.

FPA's Global Career Boot Camps include specialized seminars, networking opportunities and insider tips on landing a global job.

From non-profit organizations to governments, FPA's Global Job Board is the most comprehensive source of internationally-minded job opportunities, both in the United States and abroad.

# GLOBAL CAREERS BOOT CAMP Tool Book

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# International Jobs: An Overview

## Federal Government

[www.federalgovernmentjobs.us](http://www.federalgovernmentjobs.us)

The Federal Government provides a great outlet for numerous jobs overseas. They provide technical, administrative and supervisory employment opportunities. Interested individuals may apply directly to these positions through the different Department of State agencies:

Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of the Air Force  
Department of the Army  
Department of the Navy  
Department of State  
Peace Corps  
U.S. Agency of International Development  
Department of Homeland Security

Some of the major jobs one could expect to find in this field are security and protection (such as intelligence analysis or security administration), enforcement and compliance (includes investigators or customs patrol), medical and public health (physicians or medical technicians), program management/administrative or legal (attorneys, paralegals or contact representatives).

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## United Nations

[www.UNJobs.org](http://www.UNJobs.org)

The United Nations is a dynamic work environment with employees from all over the world. The organization houses the efforts of many NGOs and world leaders. With a focus on betterment and reform in the world, the UN is an ideal choice for those interested in a humanitarian and/or political effort. It offers close to a 1000 jobs on average with over 50 different organizations. Positions include:

- Professional & Directors (P & D): Officers, senior managers
- General Service (GS): Assistants
- Consultants and Contractors

- Field Service Staff
- Peacekeeping civilian staff
- Volunteers & Interns

These jobs are located in NY and throughout the world. In order to join the U.N., there is generally a three step recruiting process: the application, the written exam and the interview depending on the position and your level of experience. Professional levels are as follows:

***Entry level:***

P-2: Graduate Degree with 0-2 years of experience

P-3: Graduate Degree with minimum 5 years experience

***Mid-career level: Team Leaders/ Section Chiefs:***

P-4: Graduate Degree (sometimes PhD) with minimum 7 years experience.

Prefer UN experience

P-5: Graduate Degree (sometimes PhD) with Minimum 10 years experience.

Prefer UN experience

***Senior professional Staff/ Upper Managers:***

D-1: Graduate Degree (sometimes PhD) with Minimum 15 years experience (appointments tend to be political) Prefer UN experience

D-2: Graduate Degree (sometimes PhD) with Minimum 15 years experience (appointments tend to be political). Prefer UN experience

***Leadership:***

ASG: Graduate Degree (sometimes PhD) with more than 15 years experience, appointments are often political

USG: Same as above, but appointments are often political

## **Non Profit Organizations**

A non-profit organization is a mission-driven organization that recycles its surplus funds to pursue its goals related to its mission. Non-profit organizations are located throughout the world. Some are government institutions, such as the United States public school system, and others serve as private volunteer organizations. Even the U.S. government uses these organizations to transfer foreign aid. A few of the most prominent organizations that offer jobs overseas include: [Amnesty International](#), [Oxfam](#) and the [Red Cross](#). These NGOs, along with others like it, are looking for support in various fields such as PR/Media, administrative roles, communications, accounting, campaigning, and logistics. NGOs also have a need for technical assistance, work with infrastructure, irrigation, water/sanitation, public health, food distribution and assessment, as well as

judicial reform. Below is a complete list of functions that various NGOs serve:

- Advocacy
- Children & Youth
- Computers & Technology
- Disaster Management
- Entrepreneurship
- Emergency & Safety
- Governance
- Housing
- Media & Broadcasting
- Organizational Development
- Rural Development
- Women Empowerment
- Animals
- Arts & Culture
- Community Development
- Disabled & Handicapped
- Employment & Income generation
- Education & Literacy
- Environment
- Health & Medicine
- Justice & Law
- Micro Finance & Enterprise
- Politics
- Religion
- Sports & Recreation (youth centers)
- Philanthropy & Giving

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## **Private Sector: Washington & International Business**

With an undergraduate or graduate background in International Relations, International Affairs, Political Science, Business, or a related field, you may consider a job in the Private Sector. Working within the international realm of private corporations and for profit organizations offers a great variety of assortment in choosing the right job. The list of opportunities is extensive and so are the locations where they are available.

Some private international organizations are:

- The International Finance Corporation (IFC): promotes investment in developing countries
- Chemonics: International development consulting firm that promotes meaningful

- change to help people live healthier, more productive and more independent lives.
- OPEC Fund for International Development: Support economic and social development
- Council on Foreign Relations: a nonpartisan resource for information and analysis
- The World Economic Forum is an independent international organization committed to improving the state of the world by engaging business, political, academic and other leaders of society to shape global, regional and industry agendas.

Type of Jobs/responsibilities:

- Development Associate
- Program Associate
- Manage logistics and planning of Outreach programs
- Analyze risk
- Web Operations manager
- Policy Analyst
- Agricultural Private Sector Development Advisor
- Investment Promotion
- Business Development
- Project Management
- Monitoring and Evaluation
- Grain Trader
- Forest Rangers
- Research Assistants

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## **International Business and Banking**

While new business trends are emerging, the international business and banking career markets are looking for employees who can keep up with these trends. If you enjoy following the market, then this might be the field for you. International travelers, investors, importers and exporters, workers, students and retirees living in foreign countries all use "international banking services." The rules and regulations, credit agencies, practices and overall structure of every individual bank vary. This holds especially true when dealing with banking organizations from different countries and regions. A bachelor's degree in business, financial policy, finance, economics, international banking etc is generally required at entry level along with additional accreditation as the profession deals more heavily with governmental banking policies. The main branches of a bank are:

- Investment Banking



- Commercial Banking
- International Bank Auditor

Some of the positions you can expect to see in this field are:

- Professional and Technical: banking chief information officer, bank president
- Managerial: dealing with bank operations
- Administrative and Customer Support: retail (serving consumer banking),
- Consultant and Legal: trade analyst, credit analyst, credit administrator, develop strategy, policy, and review
- Economists: with a focus on Fiscal Affairs, Finance, Monetary and Capital Markets, Statistics
- Communications: Media Officer (Broadcast and Audiovisual)

Keep in mind that organizations like the International Monetary Fund, World Bank and World Trade Organization deal more with the government and policies, and offer employment throughout the world. If you are interested in a job with no boundaries then this is the job for you. With work opportunities ranging from Tunisia, Senegal, Ghana, Nigeria, Kenya, Zambia, South Africa, the Middle East, Europe, Asia, or the Americas.

## **International Law**

International Law consists of the relationships between states and individuals as well as the rules and principles governing the relations and dealings of nations with each other. The public and private aspects of law have significant implications for the international community. Below are a few of the law organizations that provide work options overseas.

- NATO
- Department of State – Foreign Policy (either here or abroad)
- International Court of Justice
- International Humanitarian Law
- International Criminal Tribunals and Special Courts

There are many different fields of law that can be utilized internationally:

- Economic law
- Human Rights law
- Environmental law
- Security Law
- Diplomatic Law

## **University Teaching and Research**

Working as a College or University Professor gives you the option to teach here or overseas. With the flexibility to choose your location and area of research this is definitely a field that offers a lot of room for transition and growth. Main responsibilities of such a position are communicating skills and knowledge to students while creating new knowledge and communicating it to the academic community. Some of the major disciplines overseas are economics, international relations, and history. Aside from teaching in a university environment, teaching abroad allows you to use your knowledge at seminars, community centers, becoming a guest speaker, or writing publications. Requirements for such a position are based on whether you would like to have an adjunct or a tenure track position at a research university. Generally for a permanent position at a research university, you would need a PhD and to have some experience with publications, teaching, and research. It is also possible to get a Master's degree and serve as a lecturer. Best bit of advice would be to check the country of your interest and your university/college of interest for other specific requirements they might require. The Institute of Development Studies, Overseas Development Institute and the Royal Institute of International Affairs are examples of academic organizations that study development and international issues while serving as forums for discussions.

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## **Foreign Service Officer/Specialist**

<http://careers.state.gov/officer>

A U.S. diplomat in the Foreign Service is generally tasked with promoting peace, supporting prosperity, and protecting American citizens, all the while maintaining and encouraging U.S. interests overseas. This job is great for someone who is passionate about traveling and indulging in new cultures, customs, and peoples of different nationalities while providing a public service.

Why work for the Foreign Service?

Besides the satisfaction of helping people and protecting the United States, the Foreign Service also offers competitive monetary compensation for its officers.

The basic allowances are as follows:

- Foreign travel per diem allowances
- Cost of living allowances
- Recruitment and retention incentives
- Quarters allowances

- Other allowances

For more detailed information, check out the Department of State [page](#). In order to recruit and retain highly qualified candidates, the Foreign Service also offers qualified individuals with *Student Loan Repayment Program*.

How to Join the Foreign Service:

1. Register
2. Take the FSOT: The Foreign Service requires all employees to pass a Foreign Service Officer Test (FSOT). The FSOT is used to measure knowledge and skills. The main components of the exam are:
  - Knowledge: covers a broad range of topics including structure and workings of the U.S. government, U.S. and world history, U.S. culture, psychology, management theory, finance and economics and world affairs.
  - Skills and Abilities
3. Evaluation Panel
4. Oral Assessment

What can you do in the Foreign Service:

- **Consular Officers** : facilitate adoptions, help evacuate Americans, and combat fraud to protect our borders and fight human trafficking. Consular Officers touch people's lives in important ways, often reassuring families in crisis.
- **Economic Officers** work with foreign governments and other USG agencies on technology, science, economic, trade, energy, and environmental issues both domestically and overseas.
- **Management Officers** are resourceful, creative, action-oriented “go to” leaders responsible for all embassy operations from real estate to people to budget.
- **Political Officers** analyze host country political events and must be able to negotiate and communicate effectively with all levels of foreign government officials.
- **Public Diplomacy Officers** explain American values and policies and may benefit from a strong knowledge of local government and customs

# Advice on Choosing an International Career

## Factors to consider

What is your passion? Don't be afraid to narrow a bit as staying too broad is usually not in your best interest. Do some work to identify what skills you have and that you enjoy using, and don't forget to consider organizational culture (formal, informal, conservative, entrepreneurial, etc.). Lifestyle considerations are also important – is this a job that requires constantly moving around, can you do it in a city in which you want to live, how important is it to be close to your family, and can a spouse/partner find work that is satisfying as well? You should also consider whether this is a field that is expanding, or shrinking? What is the potential for growth and also earnings?

## Generalist vs. Specialist

Often, it is good to be both. Have strong generalist skills, but a focus in something. The “focus” is often an issue of interest (climate change, microenterprise, etc.) or a skill area (finance, marketing, journalism, etc.) – or, it can be both.

## Where should you start?

So you've decided that you would like to work in the field of international affairs but you aren't sure if it's right for you and what exactly such a job would entail. Lucky for you, this field does not require you to make a lifelong decision. Begin your hunt by performing a self-assessment of your skills, capabilities, values and lifestyle needs; and then mesh that with your knowledge about the world of work. Once you've narrowed your options and likings you'll realize that there are related jobs that will use your background just as fully and probably give you equal satisfaction.

## Tips on how to best approach your search:

Take time to get focused, don't sit behind a computer – networking is still an important component of the job search, polish your presentation, make sure you can articulate your key strengths, be prepared to address any areas of concern/gaps.

Before you start talking to people, it is a good idea to do some reading and thus, be more informed. Don't expect other people to get you focused; this is YOUR job. That said, after you have narrowed a bit, talking to professionals in the field is the best way to get information on international careers, as the landscape changes constantly.

# Top International Affairs Graduate Programs

## **American University, School of International Service (APSIA)**

4400 Massachusetts Avenue NW

Washington, DC 20016

(202)885-1600

[sishub@american.edu](mailto:sishub@american.edu)

[www.american.edu/sis/programs](http://www.american.edu/sis/programs)

The School of International Service (SIS) is the largest school of international affairs in the United States, with more than 3,000 students at the BA, MA, and PhD levels, from 150 countries. SIS seeks to train future global leaders who possess cross-cultural sensitivity, professional expertise in a specialized subject area, and strong analytical and personal skills.

The SIS Master's program, together with the many co-curricular opportunities the School offers, provides key links between theory and practice. The program, with its eight major fields of study, equips graduates with the competence and skills necessary for professional careers in today's increasingly complex and globalized environment. The SIS experience includes the depth necessary for intellectual and skills development and the flexibility students need to shape their studies precisely to fit their professional objectives. Each field includes theory, economics, social science research methods, and resources and opportunities for experiential learning. Further, students construct their concentration by choosing a set of courses from one of the School's fields or by designing a uniquely tailored field to meet their needs.

SIS offers unique opportunities for learning about other peoples and cultures. Its major programs of study – Comparative and Regional Studies, Global Environmental Policy, International Communication, International Development, International Economic Relations, International Politics, International Peace and Conflict Resolution, and United States Foreign Policy – offer a rigorous preparation for careers in international affairs.

- ✚ Degrees offered: MA International Affairs, MA International Economic Relations, MA Global Environmental Policy, MA International Communications, MA International Peace and Conflict Resolution, MS Development Management, MA International Disability Policy

## **Carleton University, The Norman Paterson School of International Affairs (APSIA)**

1401 Dunton Tower, 1125 Colonel By Drive

Ottawa, Ontario, K1S 5B6

[www1.carleton.ca/npsia](http://www1.carleton.ca/npsia)

For over 40 years, The Norman Paterson School of International Affairs (NPSIA) has been training Canada's best and brightest graduate students in international affairs. We have well over 2,000 alumni, many of whom have gone on to key leadership positions in the Canadian federal and provincial public service, foreign governments, the United Nations, and the private and not-for-profit sectors. NPSIA offers the most comprehensive, advanced degree programs in international affairs at the Master's and Doctoral level in Canada.

The NPSIA program is interdisciplinary, reflecting the philosophy that exposure to a wide range of disciplines such as political science, economics, law, sociology, public health and history is necessary to develop an understanding of our complex global environment.

- ✚ Degrees offered: Master of Infrastructure Protection and International Security, MA International Affairs, Joint MA international Affairs and JD

### **Columbia University, School of International and Public Affairs (SIPA)**

School of International and Public Affairs  
420 West 118th Street  
New York, NY 10027

[www.sipa.columbia.edu](http://www.sipa.columbia.edu)

For more than 60 years, Columbia University's School of International and Public Affairs has been educating professionals who work in public, private and nonprofit organizations to make a difference in the world. Through rigorous social science research and hands-on practice, SIPA's graduates and faculty strive to improve social services, advocate for human rights, strengthen markets, protect the environment, and secure peace, in their home communities and around the world.

The curricula of SIPA's seven degree programs all combine training in analytical methods and practical management skills to ensure that graduates are prepared to understand problems and implement solutions. Students combine these core skills with a focus on a policy area of their choice, and they typically engage in a practice-oriented capstone or workshop experience toward the end of their studies. The School draws its strengths from the resources of New York City and Columbia University, and yet has a global reach, with a student body that is 50 percent international; 15,000 graduates in more than 150 countries; and educational partners in global cities such as London, Paris, Berlin, Singapore, Beijing, Mexico City, and São Paulo.

- ✦ Degrees Offered: Master of International Affairs (MIA), Master of Public Administration (MPA), Program in Economic Policy Management (PEPM), MPA Development Practice

**George Washington University, The Elliott School of International Affairs (APSI)**

The Elliott School of International Affairs

1957 E Street, NW

Washington, DC 20052

[elliott.gwu.edu](http://elliott.gwu.edu)

The George Washington University has educated generations of international leaders and advanced the understanding of important global issues since 1821. The Elliott School of International Affairs, named in honor of former GW President Lloyd H. Elliott and his wife Evelyn, is dedicated to this mission.

The university trains its students in the theory and practice of international affairs, offering them in-depth analysis of international economic, political, scientific and cultural issues. The School's curriculum is interdisciplinary; most Elliott School full-time faculty are jointly appointed in GW departments. The widely respected faculty prepares Elliott School students for global careers in the public, private and non-profit sectors. Elliott School graduates are consistently sought after for challenging global careers. What's more, the university's Washington, DC location allows the institution to form strong relationships with public, private, and non-profit organizations that regularly employ Elliott School students and alumni.

- ✦ Degrees Offered: MA International Development Studies, MA International Trade and Investment Policy, MA Security Policy Studies, MA International Affairs

**Georgetown University, Edmund A. Walsh School of Foreign Service (APSI)**

Office of Graduate Admissions

3700 O Street, NW, ICC 302

Washington, DC 20057-1004

[sfs.georgetown.edu](http://sfs.georgetown.edu)

The Edmund A. Walsh School of Foreign Service (SFS), founded in 1919, is a premier school of international affairs. At Georgetown's Washington, D.C. and Qatar campuses, SFS provides a rigorous education in international affairs that combines theory and practice and instills the values of service to others, offered by a faculty of outstanding scholars and practitioners who are committed to teaching, learning and discovery.

Eight interdisciplinary graduate programs are designed to teach students to think, analyze and act with imagination, good judgment and compassion. They include the flagship Master of Science in Foreign Service (MSFS), the Security Studies Program, the degree

in Global Human Development and five regional studies programs: Arab Studies; Asian Studies; German and European Studies; Latin American Studies; and Russian and East European Studies.

Graduates have attained notable success in careers with national governments, international organizations, private businesses and civil society groups. Today MSFS is recognized as one of the most selective programs in the world. As reported in the February, 2009 issue of Foreign Policy, a recent survey of international relations faculty ranked Georgetown first among the field's professionally-oriented masters degrees.

- ✚ Degrees Offered: MS Foreign Service, MA Security Studies, MA Global Human Development, MA -on regional affairs, MA Conflict Resolution. MA Development, Management and Policy

### **Harvard University, John F. Kennedy School of Government (APSIA)**

John F. Kennedy School of Government  
79 John F. Kennedy Street  
Cambridge, MA 02138

[www.hks.harvard.edu](http://www.hks.harvard.edu)

Over the last 70 years, the Kennedy School has become the global leader in educating and empowering individuals committed to advancing the public interest. The teachers are renowned scholars and accomplished practitioners, who are actively engaged in the affairs of the world. The students are legislators, nonprofit executives, social entrepreneurs, advocates and aspiring leaders – from every age group and every corner of the globe.

Across sectors and disciplines, students gain critical skills for solving complex problems. They learn to think deeply and broadly about public service and the impact policies have on people, markets and institutions. They experience the nexus of academic rigor and real-world relevance. And they leave prepared to create positive social change. Through our distinguished faculty, innovative research centers, diverse student body and global network of accomplished alumni, we are redefining what it means to advance the public interest while honoring John F. Kennedy's call to public service.

- ✚ Degrees Offered: MA Public Policy, MA International Development/Public Administration

### **John Hopkins University, School of Advanced International Studies (APSIA)**

SAIS Nitze Building  
1740 Massachusetts Ave., N.W.



Washington, D.C. 20036

[www.sais-jhu.edu](http://www.sais-jhu.edu)

The Paul H. Nitze School of Advanced International Studies (SAIS), a division of The Johns Hopkins University, is a prominent and respected graduate school of international affairs, with campuses in Washington, D.C., Bologna, Italy, and Nanjing, China. Taught by distinguished faculty, students acquire both a critical framework for analysis of international issues and essential professional skills in economics, languages and regional expertise. Today, SAIS alumni are political, business and organizational leaders in more than 140 countries around the world—including more than 130 graduates who have served as ambassadors for their nations.

The primary degree offered at SAIS is a full-time, two-year M.A. Degree in International Relations. SAIS also offers a one-year (eight courses) Masters of International Public Policy degree for mid-career professionals. To apply you must have nine years of professional experience in positions of increasing responsibility, preferably in a career related to international affairs or business. Approximately 25 M.I.P.P. students begin each fall, typically in Washington DC, but also occasionally in Bologna.

✚ Degrees offered: MA International Relations, Master of International Public Policy

### **Korea University, Graduate School of International Studies (APSIA)**

[dis.korea.ac.kr/](http://dis.korea.ac.kr/)

Students in the Graduate School of International Studies can currently choose one from the following five major tracks: international commerce, international organization, international finance, international security, and international electronic commerce. Students entering from Spring 2007 will choose from international commerce, international security, and international development.

✚ Degrees Offered: MA International Studies

### **Moscow State Institute of International Relations (APSIA)**

MGIMO  
119454, Moscow,  
Prospekt Vernadskogo, 76

[www.mgimo.ru](http://www.mgimo.ru)

MGIMO offers a broad range of courses at undergraduate and graduate levels—from international law, political science, and economics, to journalism, business management,

and energy policy. International undergraduates can pursue intellectually challenging and exciting coursework alongside their Russian peers. Students seeking a Master degree can apply for one of MGIMO's groundbreaking double-degree programs, offered in partnership with international institutions, or seek a place in one of more than thirty MA programs taught in Russian.

- ✚ Degrees Offered: Masters Programs include Political Science and International Relations:
  - ✚ World Politics (MGIMO programme; MGIMO-Sciences Po Dual Diploma Programme; MGIMO – Free University of Berlin (Germany) Dual Diploma Programme)
  - ✚ International Politics and Transnational Business
  - ✚ Russian Politics (MGIMO programme; MGIMO-Binghamton University (USA) Dual Diploma Programme)
  - ✚ Global Regional Studies (European Studies; North American Studies; Latin America Studies; Asia and Africa Studies)

### **National University of Singapore, Lee Kuan Yew School of Public Policy (APSIA)**

Lee Kuan Yew School of Public Policy  
National University of Singapore  
469C Bukit Timah Road  
Singapore 259772

[www.spp.nus.edu.sg](http://www.spp.nus.edu.sg)

The two-year MPP programme is specially designed for pre- and early-career professionals with an interest in public affairs. The programme allows students to acquire a sound understanding of the political, social, and economic processes that shape public policy as well as provide them with a rigorous analytical and managerial toolkit. On graduation, students are ready to pursue a broad spectrum of rewarding careers in the public, private and not-for-profit sectors.

- ✚ Degrees Offered: MS Political Science, Master in Public Policy (MPP), Ph.D Strategy and Policy, Ph. D Decision Sciences, Ph. D Public Policy

### **Princeton University, Woodrow Wilson School of Public and International Affairs (APSIA)**

Woodrow Wilson School Office of Graduate Admissions  
103 Robertson Hall  
Princeton University  
Princeton, NJ 08544-1013

[www.princeton.edu](http://www.princeton.edu)

The Woodrow Wilson School of Public and International Affairs is a major center of education and scholarship in public and international affairs. Students are prepared for careers in public service, particularly government service. The School's distinctive educational approach emphasizes the marriage of well-honed analytic skills with deep substantive knowledge of the world's most important policy issues.

The school's faculty and fellows conduct world-class research and produce knowledge on which sound public policy is based; this research also serves to inspire and inform their teaching. In addition, the school's more than 20 research centers and programs examine the most critical issues in public and international affairs, from international security to global public health, from economics to demography, from globalization studies to education policy.

✚ Degrees Offered: Master's in Public Affairs (MPA), Master's in Public Policy (M.P.P) and Ph.D. in Public Affairs

### **Ritsumeikan University, Graduate School of International Relations (APSIA)**

56-1 Toji-in Kitamachi,  
Kita-ku, Kyoto 603-8577

[www.ritsumei.ac.jp/acd/gr/gsir/eng/index.html](http://www.ritsumei.ac.jp/acd/gr/gsir/eng/index.html)

The Graduate School of International Relations has developed a flexible and interdisciplinary curriculum to approach the problems facing international society from a variety of perspectives through our "3 plus 1" programs. The curricula of the College of International Relations and the Graduate School of International Relations aim to analyze the structure and trend of contemporary international society while cultivating skills for finding and solving problems proactively through individual assignments in such areas as international cooperation and area studies.

✚ Degrees Offered: Masters in Global Governance, International Cooperation and Development, Global Cooperation, Policy Science

### **Sciences Po., Paris Institute of Political Studies (APSIA)**

Sciences Po 27  
Rue Saint-Guillaume  
75337 PARIS Cedex 07

[www.psia.sciences-po.fr](http://www.psia.sciences-po.fr)

One of the most prestigious schools in Europe, “among the grandest” (The Economist), Sciences Po has cultivated the minds of leading government officials, diplomats, and key international stakeholders for over a century. The teaching of international affairs has always been of strategic importance to Sciences Po. Consolidating this tradition of excellence, the Paris School of International Affairs (PSIA), established in 2010, offers world leaders of tomorrow an innovative and comprehensive grounding in international affairs. Corresponding with his life-long career at the center of international diplomacy and academia, Dean Ghassan Salamé is furthering his commitment to the future of global affairs by fostering the development of PSIA, the largest professional school of international affairs in Europe.

In response to the tremendous shifts witnessed today in world, PSIA doesn't simply train the world's future decision-makers for their next job. PSIA educates them for significant careers that can make a difference in international and global affairs tomorrow. Founded on a strong triple anchorage inherited from Sciences Po— university, research, practice – PSIA embodies Sciences Po's academic excellence, French expertise in world politics and the best practices of similar schools across the globe. In September 2010, PSIA opened its doors to over 500 new graduate students and hosts more than 80 different nationalities under its roof, thus expanding intercultural overture and dialogue pivotal to international and global affairs, in a bilingual setting (French and English).

✚ Degrees Offered: M.A. International Development, M.A. International Economic Policy, MA International Security

### **St. Petersburg State University, School of International Relations (APRIA)**

1/3, Entrance 8  
Smolnogo St.  
193060 St. Petersburg,

[www.dip.pu.ru](http://www.dip.pu.ru)

The two-year MA in International Relations is designed to develop a new generation of leaders who want to combine a traditional knowledge of international relations with specific and profound understanding of both Russian domestic and foreign affairs. Graduates of this program are international affairs professionals who will pursue careers in diplomacy, public service, international organizations, and academic institutions. The MA Program provides students with the range of skills necessary for understanding the critical issues related to international security, including the Russian perspective in world politics.

✚ Degrees Offered: Master of Arts in International Relations, Master of Arts in Area Studies

## **Stockholm School of Economics (APSIA)**

Stockholm School of Economics  
P.O. Box 6501  
Stockholm, SE- 113 83

[www.sse.edu](http://www.sse.edu)

The Stockholm School of Economics (SSE) is a private university founded in 1909 that trains young and mid-career women and men for leading positions in both the private and public sectors. About 2,000 students are registered in programs at various levels. SSE research programs rank among the best in the world in areas such as Economics and Finance. SSE has international presence in Riga and St. Petersburg/Moscow and has research representation in Beijing, Tokyo and Helsinki. SSE is renowned for its academic excellence and SSE alumni hold leading positions at universities, government agencies, NGO:s, trade unions, banks and in industry all over the world.

- ✚ Degrees Offered: Master of Science (M.Sc.) in Business and Economics is a two year program. M.Sc. in General Management is intended for students who have earned bachelor's degrees in subjects other than Business or Economics. There is increasing demand for professionals whose education combines advanced business studies with another field such as political science, law, medicine, or journalism.

## **Syracuse University, The Maxwell School (APSIA)**

Graduate Program  
215 Eggers Hall  
Syracuse , NY 13244-1020

<http://www.maxwell.syr.edu/ir>

The Maxwell School of Syracuse University is recognized as one of the world's best graduate schools of public affairs. Its strength derives in large part from its diversity — the great variety of educational missions that co-exist under its roof. That variety creates not only choice, but depth and dimension. Degree programs and research initiatives are branded by the School's innovative intermingling of a range of scholarly and professional programs.

The School is noted for its friendly, welcoming culture. Faculty, staff, students, and alumni rally around a sense of mission. The graduate student body is small, as are most classes. Faculty members are accessible and apt to treat their students as peers. The resulting collegiality helps carry students through their Maxwell careers and long past

graduation. In fact, Maxwell's alumni are widely known for their fierce loyalty to the School and to one another.

Maxwell is home to strong professional master's degree programs in public administration and international relations; the MPA program is consistently ranked number one in America by U.S. News & World Report, and the IR program was recently ranked among the nation's top ten by Foreign Policy magazine. Maxwell also offers MA and PhD programs in the social sciences (anthropology, economics, geography, history, political science, and sociology), plus an innovative Social Science PhD program with unique, cross-disciplinary opportunities.

- ✚ Degrees Offered: MPA, MA International Relations, Joint MPA/IR, Public Diplomacy, PhD in Public Administration

### **The Graduate Institute of International and Development Studies, Geneva (APSIA)**

The Graduate Institute of International and Development Studies  
Rue de Lausanne 132  
P.O. Box 136  
CH - 1211 Geneva 21

[graduateinstitute.ch](http://graduateinstitute.ch)

As an institution concentrating on postgraduate studies, we offer seven Master programmes, two of which are interdisciplinary, as well one PhD programme with six disciplinary specializations. Our faculty aims to provide our students with the skills and knowledge necessary to engage in deep analysis of the major issues of today's world while simultaneously preparing them for the challenges their future academic and professional careers hold.

- ✚ Degrees Offered: MA International Affairs, Master in Developmental Studies, Master and Ph.D. International Economics, Master's and Ph.D. International Relations and Political Science

### **Tufts University, The Fletcher School of Law and Diplomacy (APSIA)**

The Fletcher School  
Tufts University  
160 Packard Ave.  
Medford, MA 02155

[fletcher.tufts.edu](http://fletcher.tufts.edu)

The Fletcher School is distinctive among leading professional schools of international affairs for our collaborative, cross-disciplinary approach to identifying and illuminating those connections. Students representing over 70 countries join with an experienced faculty to inform classroom discussions with diverse viewpoints. Immersed in this dynamic environment, broadly knowledgeable and inquisitive leaders develop a thorough and nuanced grounding in the latest political, economic, business, and legal thinking and translate it into practical successful actions that shape international issues and events.

Both professors and alumni are active players on the global stage who are ready and willing to share their experiences and contacts in the public, private and nonprofit sectors. Connections made at Fletcher impact the academic, personal, and professional lives of our alumni over the course of a lifetime. Fletcher graduates have become innovative leaders and problem-solvers in business, government, and non-governmental organizations worldwide.

Students gain breadth of knowledge through coursework across the school's three divisions, International Law and Organizations; Diplomacy, History and Politics; and Economics and International Business. Students choose one or two concentrations from twenty-two Fields of Study, to develop depth of knowledge in their chosen area of interest.

✚ Degrees Offered: MA Law and Diplomacy, Masters in Business, Master of Law in International Law, Global Master of Arts

## **University of California, San Diego; School of International and Pacific Studies (APSIA)**

School of International Relations & Pacific Studies  
University of California, San Diego  
9500 Gilman Drive, Mail Code 0519  
La Jolla, CA, 92093-0519

[irps.ucsd.edu](http://irps.ucsd.edu)

The School of International Relations and Pacific Studies (IR/PS) addresses global challenges—with a special eye on the Pacific region—by exploring theoretical ideas and practical applications for global professionals. At its core, the curriculum focuses on the professional's need to have a comprehensive worldview, with a strong understanding of how public policy, management, and international interactions shape strategic decision-making.

The IR/PS curriculum blends a mix of three professional school traditions: schools of international relations, public policy, and management. With small classes that stress team interaction, students are prepared for senior policy positions in the public and

nonprofit sectors as well as in non-governmental organizations. Students are also ready for management positions in multinational firms and financial institutions.

- ✚ Degrees Offered: Master of Pacific International Affairs (MPIA), Master of Advanced Studies in International Affairs, PhD in Political Science and International Affairs

### **University of Denver, Josef Korbel School of International Studies (APSI)**

2201 South Gaylord Street  
Denver, CO 80208

[www.du.edu/korbel](http://www.du.edu/korbel)

The Joseph Korbel School values reflect the University of Denver's broader commitment to internationalization and putting scholarship into practice for the global public good. The school trains practical idealists who live their values in their actions while navigating the complex political, cultural and administrative realities of a globally interdependent world. The result is a dynamic, intellectually rigorous environment in which prospective leaders immerse themselves in experiential, policy-oriented research and learning.

The Josef Korbel School degree academic programs are distinctive because each emphasizes the impact of policy on human welfare, illuminating the interconnectedness of our emerging global society. In consultation with faculty advisers, students choose coursework to master core competencies and pursue specialized fields of study. Dual degree programs, certificates and for-credit internships allow students to customize programs to meet specific interests and career objectives while providing key links between theory and practice.

- ✚ Degrees Offered: Masters programs include, Global Finance, Trade and Economic Integration, International Administration, International Development, and International Security.

### **University of Maryland, School of Public Policy (APSI)**

The Graduate School  
2123 Lee Building  
College Park, MD 20742

[www.publicpolicy.umd.edu](http://www.publicpolicy.umd.edu)

The School of Public Policy is one of the nation's leading graduate programs devoted to the study of public policy, management and international affairs, with particular expertise in the fields of environmental policy, international development, international security and economic policy, social policy, non-profit management, public management and leadership, and public finance. The School offers a wide variety of master's programs,



joint degree programs, graduate certificate programs, and one of the nation's premier doctorate programs. The School's location just outside of Washington, D.C. attracts a stellar faculty of scholar-practitioners who are experts in the theory and practice of public policy and management and influential participants in the nation's policy-making process.

- ✚ Degrees Offered: Policy Studies (POSI) Public Management, Business/Public Management Combined (BMPM), Law/Public Management Combined (LMPM) Public Policy: PhD Policy Studies (POSI)

### **University of Michigan, Gerald R. Ford School of Public Policy (APSIA)**

735 South State Street  
Ann Arbor MI 48109-3091

[www.fordschool.umich.edu](http://www.fordschool.umich.edu)

The Ford School MPP degree provides an exceptionally flexible professional education, preparing students for careers in domestic and international affairs, and allowing them to focus on specific policy issues such as education, energy and sustainability, or global human rights. Our graduates conduct research on public policy issues, implement programs, or become advocates for certain issues or legislation. And since our curriculum provides a set of research, analytical, and management skills that are widely transferable across sectors and issue areas, graduates often move back and forth between the public, private, and nonprofit sectors—or between international and domestic work—over the course of their careers. Some pursue elective office in the years after graduation, while others become senior managers or analysts.

- ✚ Degrees Offered: Masters in Public Policy. \*Students often combine their policy courses with electives from elsewhere around the University of Michigan, including its 18 professional schools—such as law, business, education, and urban planning—or one of the top-ranked social science departments

### **University of Minnesota, Humphrey School of Public Affairs (APSIA)**

225 Humphrey Center  
301 19th Ave. S.  
Minneapolis, MN 55455

[www.hhh.umn.edu/index.php](http://www.hhh.umn.edu/index.php)

The Humphrey School of Public Affairs inspires, educates, and supports innovative leaders to advance the common good in a diverse world. Named for one of the most productive public servants in our nation's history, Hubert H. Humphrey dominated Minnesota's political landscape in the decades following World War II, and his career is a

compelling story of promise, ambition, disappointment, compromise, and accomplishment.

Humphrey School graduates work throughout the world on issues from humanitarian assistance to health policy to business development. Students have the opportunity to gain global perspectives from the faculty and curriculum and by working with University and local international organizations. They participate in critical debates with peers from around the world through such connections as Interdisciplinary Perspectives in International Development, the School's International Fellowship Programs, and by pursuing international internships.

It offers a small, close-knit community amid a top-ranked public research university. In addition, being located in the dynamic community of the twin cities of Minneapolis and St. Paul—the state capital—means that you will be "where policy happens." When you choose a career in public affairs, you choose a path of leadership and service. You choose to be an active participant in decisions that will affect your neighborhood, your community, your country, and people around the globe. You choose to analyze problems, seek solutions, collaborate for change, and advocate for your community.

- ✚ Degrees Offered: Master of Development Practice in International Development, Master of Public Policy (MPP), MS in Science, Technology, and Environmental Policy

### **University of St. Gallen, Master of Arts in International Affairs and Governance (APSIA)**

Programme in International Affairs  
Varnbuelstrasse 19  
CH-9000 St.Gallen  
Switzerland

[www.mia.unisg.ch](http://www.mia.unisg.ch)

As a graduate of the Master's Programme in International Affairs and Governance (MIA), career paths will open up to you in consulting firms and international companies, in diplomacy and international organisations, public administration, media and non-profit organisations. The MIA offers the opportunity to participate in attractive double degree programmes at the Institut d'Etudes Politiques (Sciences Po) in Paris, the Fletcher School of Law and Diplomacy in Medford, Boston and the Yonsei Graduate School of International Studies in Seoul, South Korea.

- ✚ Degrees Offered: International Affairs and Governance (MIA)

## **University of Toronto, Munk School of Global Affairs (APSIA)**

1 Devonshire Place  
Toronto, Ontario, M5S 3K7 Canada

[www.globalaffairs.utoronto.ca](http://www.globalaffairs.utoronto.ca)

The University of Toronto's Masters in Global Affairs program offers students the hard and soft skills they need to excel in their field of specialization, as well as an understanding of the broader economic, political, and social architecture of global affairs.

The program equips students with an awareness of global economic and financial systems, global civil society, and global strategic and security issues. It brings scholars and practitioners together to ensure that students' thinking is informed by rigorous theoretical work as well as real-time, real-world experience.

 Degrees Offered: Master of Global Affairs

# Internship / Volunteer / Fellowship Resources

Internships are a critical supplement to any sort of educational background in order to get an interesting job in international affairs. Of the many benefits, developing personal contacts and references may be the most indispensable. And for some luckier candidates, internships/volunteering/fellowships even lead to direct job offers. Regardless of whether you land a job or not, one of the key benefits is gaining experience. These positions provide you with the opportunity to discover what interests you may hold in a career.

[African Development Bank](#) (AFDB), Cote d'Ivoire

[Asian Development Bank](#) (ADB), Manila, Philippines

[Asia Pacific Economic Commission](#) (APEC), Singapore

[UN Association of the United States of America](#) (UNA-USA), New York, NY

[UN Center for Human Settlements](#) (UN-HABITAT), Nairobi, Kenya

[UN Children's Fund](#) (UNICEF), New York, NY

[UN Commission on International Trade Law](#) (UNCITRAL), Vienna, Austria

[UN Conference on Trade and Development](#) (UNCTAD), Geneva, Switzerland

[Comprehensive Nuclear Test Ban Treaty Organization](#) (CTBTO), Vienna, Austria

[UN Development Fund for Women](#) (UNIFEM), New York, NY

[UN Development Program](#) (UNDP), New York, NY

[Economic Commission for Africa](#) (UNECA), Ethiopia

[Economic Commission for Europe](#) (UNECE), Geneva, Switzerland

[Economic and Social Commission for Asia and the Pacific](#) (ESCAP),  
Bangkok, Thailand

[Economic and Social Commission for Western Asia](#) (ESCWA), Beirut,  
Lebanon

[UN Educational, Scientific, and Cultural Organization](#) (UNESCO),  
Paris, France

[UN Environment Program](#) (UNEP), Nairobi, Kenya

[United Nations Office at Nairobi](#) (UNON), Nairobi, Kenya

[UN Framework Convention on Climate Change](#) (UNFCCC), Bonn,  
Germany

[The Hague Conference on Private International Law](#) (HCOFIL), The  
Hague, Netherlands

[UN High Commissioner for Refugees](#) (UNHCR), Geneva,  
Switz/Wash, DC

[UN Institute for Disarmament Research](#) (UNIDIR), Geneva,  
Switzerland

[Inter-American Development Bank](#) (IDB), Washington, DC

[Int'l Atomic Energy Agency](#) (IAEA), Vienna, Austria

[Int'l Center for the Study of the Preservation and Restoration of  
Cultural Property](#) (ICCROM), Rome, Italy

[Int'l Court of Justice](#) (ICJ), The Hague, Netherlands

[Int'l Criminal Tribunal for Rwanda](#) (ICTR), Arusha, Tanzania

[Int'l Criminal Tribunal for Yugoslavia](#) (ICTY), The Hague,  
Netherlands

[UN Int'l Computing Centre](#) (UNICC), Geneva, Switzerland

[UN Interregional Crime and Justice Research institute](#) (UNICRI),  
Turin, Italy

[Int'l Fund for Agricultural Development](#) (IFAD), Rome, Italy

[Int'l Labor Organization](#) (ILO), Geneva, Switzerland

[Int'l Monetary Fund](#) (IMF), Washington, DC

[Int'l Organization for Migration](#) (IOM), Geneva, Switzerland

[UN Int'l Research and Training Institute for the Advancement of Women](#) (INSTRAW), Santo Domingo, Dominican Republic

[North Atlantic Treaty Organization](#) (NATO), Brussels, Belgium

[UN Office on Drugs and Crime](#) (UNODC), Vienna, Austria

[UN Office in Geneva](#), Geneva, Switzerland

[UN Office in Nairobi](#), Nairobi, Kenya

[UN Office in Vienna](#), Vienna, Austria

[Organization of American States](#) (OAS), Washington, DC

[Organization for Economic Cooperation and Development](#) (OECD), Paris, France

[Organization for the Prohibition of Chemical Weapons](#) (OPCW), The Hague, Netherlands

[Organization for Security and Cooperation in Europe](#) (OSCE), Vienna, Austria

[Pan American Health Organization](#) (PAHO), Washington, DC

[UN Population Fund](#) (UNFPA), New York, NY

[UN Relief and Works Agency for Palestine Refugees in the Near East](#) (UNRWA), Gaza City

[UN Research Institute for Social Development](#) (UNRISD), Geneva, Switzerland

[UN Systems Staff College](#) (UNSSC), Torino, Italy

[United Nations](#) (UN), New York, NY/Geneva, Switz

[UN University](#), Tokyo, Japan

[UN Volunteers](#), Bonn, Germany

[World Affairs](#) , Washington, DC

[World Bank Group](#), Washington, DC

[World Food Program](#) (WFP), Rome, Italy

[World Health Organization](#) (WHO), Geneva, Switzerland

[World Intellectual Property Organization](#) (WIPO), Geneva,  
Switzerland

# Resume / Application / Interview Guidance

## Differences between U.S. and international resumes

- Format your CV into a standard format used by typical US communities – find out what is considered “standard” for large institutions like the World Bank, the UN, etc.
- Localize your CV. For example, your photo, date of birth, and marital status should be left out of US versions; however, in Europe these details may be the norm.
- Standard resumes are typically 2-5 pages, depending on experience.
- Always PDF your resume to ensure the formatting is preserved and the content is not corrupted.
- Make sure you have a professional sounding email address.
- Resumes should be 1 page for the US private sector; they can be two pages for the NGO sector (or longer if you are mid-career). Be sure to include education, work experience, volunteer/community service, languages/computer skills, and countries you have worked in.
- People already in the workforce might want to consider adding a “qualifications summary” to bullet their areas of expertise.
- Do not include: an objective statement or interests/hobbies.

## Constructing cover letters

- Generic cover letters sound...well, generic.
- Be sure to note why you have a particular interest in this job and with this organization, and answer the question “Why should we hire you?”
- Try to keep your letter to one page.
- Focus on summarizing what you “bring to the table” – your key strengths, while backing each skill/strength up with a tangible achievement.
- Avoid clichés (as in your resume) – “team player”, etc.
- Match your skills to the job requirements and give specific examples of achievements that show you have applied these skills.

## Letters inquiring about opportunities or asking for an informational interview

- These letters are often poorly written and thus, off-putting from the start; take some time to compose a thoughtful, brief note.



- Have someone look at your first few and make suggestions – a career counselor or mentor.
- Let the person know how you have heard of them or who referred you to them.
- Don't expect the person you contact to do the "heavy lifting". Be prepared to ask specifically for what you want (i.e. advice about how to enter the field of diplomacy, how they started their career path, suggestions for relevant coursework and interest), rather than a general statement (i.e. "I am considering career options in international affairs and would like to talk to you").
- Rather than attach a resume, add a paragraph about your background – what you studied, volunteer/work experience, etc., to give the person a bit about your background. If you do attach a resume, make it clear you aren't asking for a job.

### **Follow-up / Thank you Letters**

- Thank you or follow-up letters are generally only used in US culture. They should be short, and one sent to each person with whom you met.
- Best practice is to send it within 48 hours of your meeting.
- Be sure to note any follow-up actions that were suggested in your networking meeting that you have taken/plan to take.
- For thank you notes, it is a good idea to mention one or two things you learned about the job that particularly impressed you.

### **Interview preparation and tips**

- Attend an interviewing workshop if possible – on your campus, through a local university or library – anything to polish your skills.
- Try to do a mock interview with a career counselor if possible; if not, enlist a mentor or someone whose professional judgment you value. If it is someone in the field in which you are applying, all the better.
- There are lots of great articles on interviewing out there – start reading! ([www.TheLadders.com](http://www.TheLadders.com) is a great resource.)
- Pay particular attention to competency-based or behavioral interview preparation, as this is often the method of interviewing you will encounter.
- Be sure to have examples of how you have previously worked; these add weight to your answers (and are a crucial part of competency-based interviewing) – you should not be thinking up examples at the interview, but have practiced them before you enter the room.
- Have a few strong questions prepared to ASK about the job.
- Dress professionally, look polished and confident – first impressions count!

# International Careers: Personal Accounts

*Excerpt from: Segal, Nina, and Eric Kocher. International Jobs. New York: Basic, 2003. Print. Page 41.*

## **Thailand: One Student's Experience**

Thailand is an exciting place to be. On the one hand, it is a developed country, lacking few amenities; on the other hand, it has all the mystery and exotic qualities of a still-developing country. Thailand perhaps can best be summed up by picturing a man praying at a Buddhist temple by the side of the road – except the man is wearing an expensive suit and talking on a cell phone at the same time!

As Thailand continues to develop, more and more businesses and organizations are opening offices there. Thus, there are many opportunities, but there is also a lot of competition. The best way to get a job in Thailand is to network, network, network. Especially in the nonprofit area, contacts are extremely important. A great way to make those contacts is to first get an internship. I spent last summer working for UNICEF in Bangkok. Not only was this a great experience professionally, but it also helped me to meet a lot of different people. However, be warned that most internships in Thailand will be unpaid.

When I returned to the United States, I spent the next six months emailing and faxing all my contacts, and my contacts' contacts. I got in touch with several alumni living in Thailand for advice. This developed into quite a circle of people, as everyone seems to know everyone in Thailand's NGO/UN community. However, despite having interned in Bangkok, I encountered many obstacles to finding a job. One of the biggest obstacles is the distance. Understandably, many organizations do not want to hire you sight unseen. Furthermore, you must convince the organization that it should hire you instead of a Thai, or a foreigner who already lives in Thailand. As Thailand develops more and more, there is less of a need for the expatriate consultant, and Thais are especially sensitive about this. It is therefore extremely important to be respectful in Thailand, especially to your boss and elders. Furthermore, UN agencies are cutting back and are even thinking of leaving Thailand in a few years. Thus, UN jobs are harder and harder to come by. This is unfortunate, because UN jobs in general pay quite a bit more than NGO jobs, which brings me to my last big obstacle: money. The salary paid to work for an international or domestic NGO in Thailand will probably be enough to live on, but not a lot more. In conversations with potential employers, I made sure that they knew that I was willing to work for a short term contract.

Finally, after about six months of emailing and faxing, I landed a six-month contract with an international NGO. I quickly learned that even the hiring process is quite different

from what Americans are used to. There is little talk of money, and almost no negotiating is done. Unlike working for an American firm, where there would be a lot of back and forth conversation about remuneration and the type of work one would be doing, little of this is done in Thailand. This creates a lot of uncertainty for the foreigner. But these cultural differences also make Thailand a great place to work. It is difficult to get a job there, but if you're willing to be flexible, and perhaps take a low-paying job at first, it will pay off.

*Excerpt from: Segal, Nina, and Eric Kocher. International Jobs. New York: Basic, 2003. Print. Page 42*

### **Germany: Another Student's Story**

As I began planning to work abroad in Berlin, Germany, after college graduation, I asked colleagues and friends whether they had connections there and was surprised at how quickly my list of contacts grew. I sent letters to schedule short meetings and turned up several leads to pursue. I also contact the German Embassy in Washington, D.C., for current information on work and residency permits. To work in Germany legally, Americans must have both a residency permit and a work permit.

The first step to getting a residency permit is to register at the local police station in Berlin. After this, I went to the Residence Authority responsible for my district and filled out a form, provided two passport photos, a letter from my hometown police station saying I had never committed a felony, proof of support (a bank statement) and health insurance, an acceptance letter to a language school, and my passport. A college diploma and letter of sponsorship from a German friend are also helpful. I then paid approximately DM 80 and received my residency permit. Generally, Americans are given a one-year permit, which can be renewed.

A work permit is more difficult; if you are offered a job, an employer will assist you with the paperwork, which must prove to the Labor Authority that a foreigner has a special skill that justified hiring them instead of a German. Often the Labor Authority will post the job in the paper for up to five months to see whether a German candidate can be found. Generally, it is easier to get a work permit if you already have a residency permit; remember, though, that your work permit is valid only at the company that sponsored you. If you change jobs, you need to get a new permit. As an official student at a German university, you can work without a permit for three months per year.

Another option available for Americans, which I took advantage of, is to register as self-employed. This works well if you intend to do things such as freelance translation, writing, research, or leading tours for foreigners who don't speak German. The first step in this process is to write a proposal of what you would like to do -- a simple one-page letter will suffice. Submit this letter to the Residence Authority, which passes it to the Labor Authority. After doing this, I received a call to confirm my plans and ask questions about how I planned to do my work. Finally, I received a letter requesting that I bring in

my passport, I paid another DM 80, and the permission to work was written into my passport.

The final step was to request a tax number from the Finance Authority. Then, I was legally able to work, but only at the specific tasks indicated in my permit. I learned that I was also responsible for my own health insurance and taxes, so I carefully kept all work-related receipts.

# Additional Resources

## INTERNATIONAL ORGANIZATIONS AND THEIR MISSION STATEMENTS

### **Carter Center**

The Carter Center is guided by a fundamental commitment to human rights and the alleviation of human suffering; it seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health. It was founded in 1982 by former U.S. President Jimmy Carter and his wife, Rosalynn, in partnership with Emory University, to advance peace and health worldwide. A nongovernmental organization, the Center has helped to improve life for people in more than 70 countries by resolving conflicts; advancing democracy, human rights, and economic opportunity; preventing diseases; improving mental health care; and teaching farmers to increase crop production.

### **Freedom House**

Freedom House supports the spread of freedom and democracy throughout the world through research, effective advocacy, and programs directly supporting frontline activists. We are a leader in identifying threats to freedom through our highly regarded analytic reports, including Freedom in the World and Nations in Transit. With 13 field offices and two U.S. offices, we are supporting the right of every individual to be free.

### **DAI**

Since 1970, DAI has worked in 150 developing and transition countries, providing comprehensive development solutions in areas including crisis mitigation and stability operations, economic and democratic governance, public sector management, agriculture and agribusiness, private sector development and financial services, economics and trade, HIV/AIDS, avian influenza control, water and natural resources management, and energy and climate change. Clients include international development agencies, international lending institutions, private corporations and philanthropies, and host-country governments.

In all our work, we try to nurture and combine four basic strengths:

- In-depth understanding of development drivers and constraints.
- Creative yet practical innovation delivered in a timely, flexible, and responsive manner.
- Project management teams that combine the best available international and local talent.
- A focus on results that meet, and usually exceed, the high expectations of our clients

### **ACDI/VOCA**

ACDI/VOCA is dedicated to poverty alleviation and broad-based economic growth. Our respect for host societies and our commitment to the involvement of beneficiaries as true partners in development projects result in improved local capacities, enhanced

opportunities, and vibrant, sustainable communities, cooperatives and enterprises. ACDI/VOCA's business model of development is designed to increase incomes and wealth, permitting beneficiaries to fully participate in the global economy. Aim to promote economic opportunities for cooperatives, enterprises and communities through the innovative application of sound business practice.

### **AMNESTY INTERNATIONAL**

Amnesty International unites people from all over the world to fight for human rights using our signature tactics:

- **Research**  
Amnesty International keeps vigilant watch on the rights of people around the world and publishes hundreds of independent reports based on our rigorous research, free of corporate and government influence.
- **Action**  
Through our dynamic campaigns and long-term casework, Amnesty International members propel key human rights concerns and stories of individuals at risk into the glare of the international media and demand the attention of government officials, corporations, international institutions and policy makers.
- **Advocacy**  
We combine high-level legislative work, media outreach and grassroots mobilization to shape and promote legislation and policies to advance human rights, protect individuals and free prisoners of conscience.
- Author J.K. Rowling (*Harry Potter* series), who once worked in Amnesty International's research department, describes our work this way: "Ordinary people, whose personal well-being and security are assured, join together in huge numbers to save people they do not know, and will never meet. My small participation in that process was one of the most humbling and inspiring experiences of my life."

### **OPEN SOCIETY INSTITUTE**

The Open Society Foundations work to build vibrant and tolerant democracies whose governments are accountable to their citizens. To achieve this mission, the Foundations seek to shape public policies that assure greater fairness in political, legal, and economic systems and safeguard fundamental rights. On a local level, the Open Society Foundations implement a range of initiatives to advance justice, education, public health, and independent media. At the same time, we build alliances across borders and continents on issues such as corruption and freedom of information. The Foundations place a high priority on protecting and improving the lives of people in marginalized communities.

Investor and philanthropist George Soros established the Open Society Foundations, starting in 1984, to help countries make the transition from communism. Our activities have grown to encompass the United States and more than 70 countries in Europe, Asia, Africa and Latin America. Each Foundation relies on the expertise of boards composed of eminent citizens who determine individual agendas based on local priorities.

## **HUMAN RIGHTS WATCH**

Human Rights Watch is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.

## **CHECCHI**

The company has had a pioneering role in supporting USAID initiatives to strengthen the rule of law and the legal foundations for sustainable economic growth. Checchi has completed assignments related to the modernization of legal frameworks and the reform of judicial systems in Latin America, Africa, Asia, Eastern Europe and the Middle East. The company is presently implementing major USAID-funded judicial and legal reform programs in Afghanistan, Kosovo and El Salvador. We are also working on important subcontracts in such countries as Mexico and Peru. We utilize a practical, results-oriented approach that emphasizes sustainable development, always bearing in mind that our fundamental mission is to help better people's lives. Checchi staff members and associates typically have multi-disciplinary skills, extensive international experience, and fluency in one or more foreign languages. We combine the technical expertise, breadth of experience, cultural sensitivity and dedication needed to work effectively in some of the world's most challenging development environments.

## **WORLD BANK**

The World Bank is a vital source of financial and technical assistance to developing countries around the world. Our mission is to fight poverty with passion and professionalism for lasting results and to help people help themselves and their environment by providing resources, sharing knowledge, building capacity and forging partnerships in the public and private sectors. We provide low-interest loans, interest-free credits and grants to developing countries for a wide array of purposes that include investments in education, health, public administration, infrastructure, financial and private sector development, agriculture and environmental and natural resource management. The World Bank, established in 1944, is headquartered in Washington, D.C. We have more than 10,000 employees in more than 100 offices worldwide.

The [World Bank](#) is an international institution, owned by about 180 member countries, that provides financial and technical assistance to developing nations. In that mission, the [World Bank](#) provides low-interest loans, interest-free credit, and grants for education, health, infrastructure, communications and other purposes. In 2005, the World Bank employed 9,300 people. The origins of the World Bank can be traced to the Bretton Woods Conference in 1944 and the establishment of the International Bank for Reconstruction and Development (IBRD) soon after. The IBRD remains one of the two key components of the World Bank and focuses on assisting middle income and creditworthy poor countries. The other main component of the World Bank, the International Development Association (IDA), focuses on helping the poorest nations.

The World Bank can be distinguished from the World Bank Group, which, besides the IBRD and the IDA, includes the International Finance Corporation, the Multilateral [Investment](#) Guarantee Agency, and the International Centre for Settlement of Investment Disputes. Importantly, the World [Bank](#) Group does not encompass the International Monetary Fund, although their activities are not infrequently intertwined.

### **INTERNATIONAL MONETARY FUND**

The International Monetary Fund (IMF) is an organization of 187 countries, working to foster global monetary cooperation, secure financial stability, facilitate international trade, promote high employment and sustainable economic growth, and reduce poverty around the world. The IMF oversees the international monetary system and monitors the financial and economic policies of its members. It keeps track of economic developments on a national, regional, and global basis, consulting regularly with member countries and providing them with macroeconomic and financial policy advice. To assist mainly low- and middle-income countries in effectively managing their economies, the IMF provides practical guidance and training on how to upgrade institutions, and design appropriate macroeconomic, financial, and structural policies. The IMF provides loans to countries that have trouble meeting their international payments and cannot otherwise find sufficient financing on affordable terms. This financial assistance is designed to help countries restore macroeconomic stability by rebuilding their international reserves, stabilizing their currencies, and paying for imports—all necessary conditions for relaunching growth. The IMF also provides concessional loans to low-income countries to help them develop their economies and reduce poverty

### **WORLD TRADE ORGANIZATION (WTO)**

The WTO was born out of negotiations, and everything the WTO does is the result of negotiations. The bulk of the WTO's current work comes from the 1986–94 negotiations called the Uruguay Round and earlier negotiations under the General Agreement on Tariffs and Trade (GATT). The WTO is currently the host to new negotiations, under the 'Doha Development Agenda' launched in 2001. Where countries have faced trade barriers and wanted them lowered, the negotiations have helped to open markets for trade. But the WTO is not just about opening markets, and in some circumstances its rules support maintaining trade barriers — for example, to protect consumers or prevent the spread of disease.

The system's overriding purpose is to help trade flow as freely as possible — so long as there are no undesirable side effects — because this is important for economic development and well-being. That partly means removing obstacles. It also means ensuring that individuals, companies and governments know what the trade rules are around the world, and giving them the confidence that there will be no sudden changes of policy. In other words, the rules have to be 'transparent' and predictable.



# Presentation Links

## Job Links

- Council on Foundations [www.cof.org](http://www.cof.org)
- DevEx [www.devex.com/jobs](http://www.devex.com/jobs)
- Idealist [www.idealists.org](http://www.idealists.org)
- InterAction [www.interaction.org](http://www.interaction.org)
- Passport Career [www.passportcareer.com](http://www.passportcareer.com)
- Peace Corps [www.peacecorps.gov](http://www.peacecorps.gov)
- Foreign Policy Assoc [www.fpa.org](http://www.fpa.org)
- Relief Web [www.reliefweb.int](http://www.reliefweb.int)
- Wall Street Journal Careers [www.careers.wsj.com](http://www.careers.wsj.com)

## MBA Enterprise Corps Slide

- [www.cdcdevelopmentsolutions.org/mba-enterprise-corps](http://www.cdcdevelopmentsolutions.org/mba-enterprise-corps)

## Fellowships

- <http://www.elscholarship.org> - Critical Language Scholarship
- <http://www.borenawards.org> - Boren Award for International Study
- <http://www.davisputter.org> - for students actively working on peace and justice issues
- [www.pdsoros.org](http://www.pdsoros.org) - Paul and Daisy Soros Fellowship for New Americans
- <http://www.hluce.org/lprogram.aspx> - Luce Scholars Program (placement in Asia)

## APSIA School Funding Ideas

- <http://digital.lamp.columbia.edu/sipa/fellowships/>

## Getting Field Experience

- Peace Corps [www.peacecorps.gov](http://www.peacecorps.gov)
- UNV [www.unv.org](http://www.unv.org)
- Fulbright [www.iie.org/fulbright](http://www.iie.org/fulbright)
- World Teach [www.worldteach.org](http://www.worldteach.org)
- Cross Cultural Solutions [www.crossculturalsolutions.org](http://www.crossculturalsolutions.org)
- Fly for Good [www.flyforgood.com](http://www.flyforgood.com)
- Geo Visions [www.geovisions.org](http://www.geovisions.org)

# Stay Connected

 **LinkedIn**  
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[www.twitter.com/FPA\\_ORG](https://www.twitter.com/FPA_ORG)

**FPA Global Job Board**  
[www.fpa.org/jobs](http://www.fpa.org/jobs)

**FPA Events**  
[www.fpa.org/events](http://www.fpa.org/events)

Email [fpau@fpa.org](mailto:fpau@fpa.org) for any questions & to be added onto our mailing list.

# Promotional Partners

