

A.A.S. in Public Policy & Administration

Description of the Public Administration Program:

This program involves organization and management, for public agencies, private business, and corporations, including civil service and criminal justice. The Public Administration curriculum is designed to prepare men and women with the foundation for employment in management; supervisory, or executive positions in one of the many career areas available in the public sector at the federal, state, county, and municipal levels of government; in the private sector, in various areas of small business and corporate and industrial organizations; and in community organizations. The student completing the Public Administration sequence, including a language and science requirement, will also be prepared to transfer to a four-year college to pursue a bachelor's degree.

For more information, see link below

http://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/Public-Policy-Administration-AAS_1.pdf

Skills:

COMMUNICATION: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.

PROBLEM-SOLVING AND CRITICAL THINKING: Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.

SYSTEMS: Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.

LEADERSHIP AND TEAMWORK: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.

ETHICS AND LEGAL RESPONSIBILITIES: Know and understand the importance of professional ethics and legal responsibilities.

Sample Job Titles:

Sample Job Titles: Manager, planner, fundraiser, program worker, campaign worker, member of a politician's staff

Non-Profit - There are many roles within the non-profit sector that are suitable for someone with an educational background in public administration, including fundraising, public relations, financial oversight, event planning, policy development, organizational management, media relations, research, marketing, human resources, community education and outreach and administrative support positions.

Government - A large number of public administration graduates choose to seek careers in their local or state government. These individuals may potentially be employed in public safety positions, such as safety inspectors or law enforcement administration, in support positions to city managers, urban planners, upper-level administration or elected officials, as part of a policy or program development team or as human resources professionals.

Social Service - Public administration graduates may choose to seek employment in the social or human services fields, as administrative professionals, investigate caseworkers or in roles related to policy development and implementation. These individuals may choose to specialize in specific areas or social services programs, such as child or adult welfare, health and aging, mental health, substance abuse treatment, victim advocacy, youth development or public assistance programs.

Earnings:

Salaries for Public Policy & Administration graduates vary in the non-profit sector to local or state government employment. The average earnings range from \$35,000 - \$55,000 annually depending on experience and education.

Employment Outlook:

Employment of fundraisers is projected to grow 15 percent from 2016 to 2026, faster than the average for all occupations.

<https://www.bls.gov/ooh/business-and-financial/fundraisers.htm#tab-6>

Career Path: <https://www.bls.gov/ooh/business-and-financial/fundraisers.htm#tab-1>

Career Coach – Search career information and current local wage data

<https://hostos-cuny.emsicc.com/careers/fundraiser/about>