



Beyond Academia: Exploring Career Paths and Networking

Dietrich College Graduate Student Professionalization Series
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Agenda

1. What tools are available to explore career paths
2. Possible non-academic career paths for H&SS majors
3. The importance of informational interviewing for career exploration and building a network
4. Where to apply for positions

You Have Options - Transferable Skills

Research

Project Management & Organization

Information Management

Interpersonal and Leadership

Data Analysis

Self Management & Work Habits

Problem Solving

Written and Oral Communication

Job Posting Exercise

Pick one of the job descriptions.

Look at the qualifications for the position and think about/write down how you are developing those skills in your graduate program.

- PhD - Client Analytics, Pacific Investment Management Company
- Academic Collaborator – Social Impact Research, Meta
- Associate Director of Communications, New York University
- Educational Content Developer for Spanish, Duolingo

<https://docs.google.com/document/d/1aB14nkOfUjRFx3YSHjmzf9z7FcYxhJCdSptAQ0h3TRw/edit#>

Resources to Explore Career Paths

General

Professional Listings on LinkedIn

LinkedIn Learning

<https://phdsatwork.com/>

Cheeky Scientist

CMUniverse

O*Net

My Next Move

By Industry

See Speciality Area PDFs on CPDC Website:

<https://www.cmu.edu/career/resource-library/career-exploration/index.html>

See Resources by College on CPDC Website

Non-Academic Career Paths for Grad Students

Research and Development

- Quality Assurance
- Clinical & Medical Affairs

Information Aggregation

- Intellectual Property
- Patents
- Information Management
- Data Science

Business

- Entrepreneurship
- Consulting
- Financial Services
- Operations
- Business Development and Strategy
- Sales & Marketing

Communications

- Writing & Editing
- Journalism
- Science Outreach
- Advocacy

Education

- K-12, Public/Private Schools
- Higher Education Staff Positions

Government / Nonprofit / Think Tanks

- Research
- Policy
- Funding



Which industry job
is right for you?

COLOR	KEY
●	Salary in top 10%
●	Travel >50% often required
●	Field position
●	In-house position
●	Innovation position
●	Commercial position
●	Numbers heavy position
●	Writing intensive position

Information Aggregation & Patents

"I want to learn about, write about, edit, analyze, and patent the latest innovations and information related to these innovations."

Sales and Marketing

"I want to communicate product information, build professional relationships, and engage in client-facing activities."

Research and Development

"I want to conduct and manage research, test, analyze, and develop concepts, products, systems and treatments."

Clinical and Medical Affairs

"I want to liaise with medical staff and be involved in the regulation and development of medical drugs, treatments, implants, and devices."

Business, Finance & Policy

"I want to liaise and solve classical business problems, understand numbers, and influence scientific and business policy."

Intellectual Property

Writing and Editing

Information and Data Management

User Experience Researcher

R&D Project Manager

R&D Scientist

Quality Assurance or Quality Control Manager

Technology Assessment & Alliance Manager

Health Economics and Outcome Research

Quantitative Analyst

Equity Research Analyst

Financial Services

Business and Strategy

Research Policy, Funding and Government

Healthcare Informatics Technologists

Business Intelligence Analyst

Data Scientist

Operations Research Analyst

Application Scientist

Market Research Analyst

Technical Sales Specialist

Research Analyst in a VC Firm

Competitive Intelligence Analyst

Business Development Manager

Product Manager

Capital Equipment Specialist

Marketing Communication Specialist

Management Consulting

Business Analyst

Scientific Consultant

IP Lawyer

Patent Agent or Scientific Consultant

Technology Transfer Officer

Patent Examiner

Scientific Writer / Technical Editor

Scientific Journalism / Publishing

Medical Writer

Medical Affairs

Epidemiologists

Medical Science Liaison

Clinical Trial Project Manager

Clinical Research Associate

Regulatory Affairs

Clinical Data Manager

Clinical Research Coordinator

Clinical Research Organization

Science Public Policy Advisor

Grants Facilitator

Science Ethics

NIH/NSF Program Officer

Values Exercise

Before we do the exercise, take a few minutes to reflect on your professional life. Answer the following:

1. What was your proudest moment in your work?
2. What led you to pursue your scholarly interest(s)?
3. What was a pivotal moment for you as a graduate student?

EXERCISE: Values Self-Assessment

People have unique sets of qualities they value above others in their work. What characteristics do you value in your career?

<https://docs.google.com/document/d/1ItnOV37Kn8yMezTRVRInYdsocjRKEi82sVgQW7unK64/edit?usp=sharing>

Evaluate Your Fit and Make Plan to Fill Any Gaps

Once you have identified job interest areas, explore them to see what skills are needed.

Make plan to fill gaps:

- Courses at CMU or online (e.g. business, entrepreneurship)
- Clubs (e.g. Graduate consulting club)
- Network with people on campus
- Professional organizations (Women in Tech)
- Internship
- Find a mentor

Informational Interviewing - Purpose/Importance

- Discover opportunities: 75-80% of all open jobs are filled through networking and job referrals
- Get to know more about a particular company and/or the industry as a whole
- Build a network that can be mutually beneficial


Resource: [Article on Networking for PhDs](#)





Informational Interviewing - Finding Professionals

Besides your personal network (friends, family, advisor, faculty, peers) you can find CMU alumni and other professionals in the following ways:

- Alumni information from your program
- CMUniverse (launching Fall 2021, but will take time to build up contacts)
- LinkedIn
- CareerShift (CPDC Resource in Handshake)

Finding Professionals - LinkedIn Alumni Tool



 Home  My Network  Jobs  Messages


Home My Employer About Posts Jobs **Alumni** Videos


96,589 alumni

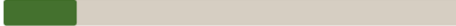
Start year End year

[< Previous](#) [Next >](#)


Where they live [+ Add](#)


84,414 | United States


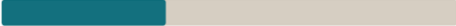
18,492 | Greater Pittsburgh Area


13,574 | San Francisco Bay Area


Where they work [+ Add](#)

3,442 | Carnegie Mellon University


2,537 | Google


1,240 | Facebook


Finding Professionals - CareerShift

careershift
job hunting & career management solutions

LOG OUT



Search



Dashboard



Jobs



Contacts

Search

Manage

Saved Searches

Last Search

Import

Export



Companies



Documents



Campaigns



Calendar



Settings



Administration

Create New Folder

Manage Folders

My Campaigns

My Jobs

My Contacts

My Companies

My Documents

Banking



Contact Search

First Name

First Name

Last Name

Last Name

School Attended

School Attended



Company Name

Deloitte



Industry

Any Industry



Last Updated

Last Updated



OFF

SEARCH BY

AREA



ON

ADVANCED

RESET



SEARCH

Position

Job Title

recruiter

Reaching Out on LinkedIn

- Default to formality (Ms. Mr. Dr., Professor, etc.) until your contact invites an opportunity for informality
- Introduce yourself
- Mention how you're connected

Good afternoon Ms.Smith,

I'm pursuing my PhD in Philosophy at Carnegie Mellon University, and I'd like to connect with you.

Thank you,
Alexandra Lopez

Requesting Informational Interview from Contact

Once a contact accepts your LinkedIn invitation, send a thank you message and request for an informational conversation:

- Restate how you're connected and request a conversation
- Customize your message based on contact's role and your interest in being connected
- Be specific when requesting time to speak
- Don't ask for assistance with your job or internship search in your first message

How to Follow Up

- Allow two weeks for a networking contact to respond to you, and then follow up with an abbreviated version of your informational conversation request
- If you do not receive a reply from a second message, then **stop** contact and move forward with a different networking contact

Good afternoon Ms. Smith,

I hope this message finds you well. I wanted to follow-up on my previous request for an informational interview. As I mentioned, I'm pursuing my PhD in Philosophy from Carnegie Mellon University, and I'm interested in learning more about your work at Civic Science.

Thanks,
Alexandra

Conducting an Informational Interview

Be Prepared - research your interviewee, company, and industry in advance of the interview

Determine what you want to learn from the conversation and ask questions that can't easily be answered by visiting the company's website

Ask open ended questions that will allow the contact to provide a strong response

- How did you get into this field?
- What skills and abilities are important for a (Job Title) to possess at your firm?
- What do you think makes Employer X unique? OR
- What do you most enjoy about working at your organization?

Manage the interview so your conversation ends within the specified timeframe

Conclude by asking if you may keep in touch as you continue your job search

- Based on our conversation can you think of 1 or 2 other people I could chat with?

Say thank you and follow up appropriately to continue to develop your relationship

How to ask for a referral

A contact may directly offer to assist you with your job search during an informational call - Accept their assistance if you're still interested in the employer/opportunity

Depending on their offer, you could:

- Ask them to suggest someone at the company to whom you could directly send your resume (in order to further your application)
- Ask them if they have any recommendations for how you can express your interest that would be in addition to applying online

A contact may not offer to assist you during your call and that's normal - If you feel you had a good conversation, you may follow-up after your call and ask your contact to refer or recommend you for an opportunity at the company

- Depending on your conversation, you could ask them to suggest someone at the company to whom you could directly send your resume

Dietrich Graduate Employment Outcomes 2017-20

<https://www.cmu.edu/career/about-us/salaries-and-destinations/post-grad-dashboard-updated.html>

Example Companies/Positions:

PSYCHOLOGY

Language Data Researcher, Amazon

UX Researcher, Google

Human Ecologist, Phipps Conservatory

Data Scientist, VISIMO

ENGLISH

Medical Writer, Allegheny Health Network

Content Writer, Fitbit

Curriculum Developer, Institute of Reading Development

Media Editor, Mondato

PHILOSOPHY

Data Scientist, Conversant

Technical Product Manager, Facebook

Houston Astros, R&D Analyst

Program Manager, Tufts

IPS

Security Analyst, Accenture

Immigration Paralegal, Dentons Cohen Law

Journeyman Analyst, Radiant Solutions

Staff Assistant, United States Senate

Where to Apply for Positions

JOB BOARDS

Handshake

Indeed

LinkedIn

Career Shift

Goin Global

WEBSITES (Careers, Jobs, or Employment tab)

Companies/Organizations

Professional Associations

- Use PhD as a keyword search (add skill for more specificity)
- Filter by Location, Company, Salary, Job Type

Sample Recent PhD Employment Opportunities

Citi

Equities Quantitative Analyst

Duolingo

Machine Learning Engineer

The Crosby Group

Senior Researcher

Google

Data Scientist Intern, PhD

Intel

Statistician/Data Scientist

International Institute for the Brain

Director of Education

Defense Intelligence Agency

Intelligence Officer

Duolingo

Psychometrician

Internship Search Timing

- Timelines can be industry or program specific– Generally, active search occurs within the academic year preceding the summer in which you will complete the internship---begins as early as August prior to the May/June internship start.
- Plan to attend Career Fairs, apply to internships as they become available, network, etc. UNTIL you accept an internship opportunity
- Before beginning an internship search, check in with your Career Consultant

Job Search Timing

- Timelines can be industry or program specific. Active search typically occurs within the academic year in which you are completing your degree and/or begins ~6-9 months from defense
- Pay attention to availability information on job postings:
 - Graduation date requirements
 - The phrase “immediate need” or similar
 - Focus on applying to positions that have been recently posted

Good News

- The value of earning a Masters Degree is substantial, and is reflected in starting salary differentials
- PhD candidates often receive an even higher starting salary, and more responsibility

Career & Professional Development Center

Location: West Wing, 2nd Floor

Email: kstaunton@cmu.edu

Appointments can be made through Handshake, both virtually and in-person. If you do nothing else, create your Handshake account!