

# SOCIAL SCIENCES

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# CAREER PATHWAYS



2016 HANDBOOK



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

FACULTY OF HUMANITIES  
AND SOCIAL SCIENCES



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# WELCOME TO THE 2016 HANDBOOK

The UQ Social Sciences Association have carefully written this handbook specifically for you: students like ourselves who study a Bachelor of Arts and/or Social Science with a major in sociology, criminology, archaeology, anthropology, criminal justice, health & society, social & public policy, or development (or a combination of majors and minors from these disciplines!).

As fellow students, we understand the anxieties that students in the social sciences feel when thinking about employment or a career beyond university.

This booklet hopes to provide you with a plethora of tips and places to go to get experience and search for opportunities/jobs.

Hopefully it can be the starting point for anybody who is feeling stuck or overwhelmed when they think of their future (which, by the way, is totally normal).

Remember to make the most of your time at university, too. Internships and any other volunteering or work experiences you can get your

hands on are so beneficial not only for your resume but also in terms of personal development.

Take it from someone who has tried out a lot of these opportunities. They've made me so much more confident in who I am as a person and they've opened doors for many other possibilities – things that I would never have known about or considered otherwise.

Plus – they're something productive and fun to do in your spare time.

So, have a browse of the handbook, take all the opportunities you can, and good luck with your future pursuits (especially if you're graduating in Semester 2 this year)!

Don't forget that the Social Sciences Association is here to help you out with any of these things too.

**Lorelei Hine**  
**UQ Social Sciences Association President 2016**



# THINKING ABOUT SOCIAL SCIENCE INTERNSHIPS

## MAXIMISE THE EXPERIENCE

- Internships are **hard work** – everybody takes something different away from the experience but whatever you do or learn, be prepared to work hard at it
- Ask your supervisor **as many questions as possible** and don't be afraid to seek out answers elsewhere if they can't help
- Be prepared to do the (seemingly) less exciting part before you get to the fun bit – you may have to **search and read up on the literature** before you're allowed to get your hands dirty with a dataset
- Take advantage of any **seminars or professional development sessions** that are being run through your institution – this is a great way to learn even more during the internship
- Treat your internship like a **professional job** – arrive on time, be polite and respectful, and dress appropriately. This will give you valuable experience in what it'd be like to work in that field, and practice for when you graduate and seek fulltime employment

## THINKING ABOUT TOPICS

- Pick a project or internship that **interests you** or that you have **prior experience in**, in order to play to your strengths. This may be as simple as selecting a project that looks at an issue with a particular focus on gender, if gender is the component that interests you.
- The project doesn't have to be a perfect fit, but it has to be **compelling enough** to hold your interest for the duration of the internship – which may be a number of months long
- The alternative is to apply for a project that you're prepared to **learn about** – keeping an open mind is vital



It's never too early to start planning internships and opportunities!

## WHERE TO START LOOKING

- **UQ Advantage Summer and Winter Research Programs** – projects at the School of Social Science and Institute for Social Science Research may be available
- **CareerHub** – you can search for current internships, book appointments, or utilise their job seeking resources
- **Aurora Project internships** – for anthropology and other social science students, this project provides internships in policy development, social justice and Indigenous affairs
- **CSIRO** social science internships – commencing in March each year
- Internships at the **Australian Strategic Policy Institute**
- CareerHub also provides a great **FAQ sheet** that discusses types of internships and the legal side of things like your rights when doing work experience
- The free course UQ offers called **UQx: Employ101x Unlocking your Employability** has some great interviews with companies who take interns and lots of advice about how to approach your internship

## WHAT TO STUDY

- **Community Development: Local and International Practices (SOSC2288)** – introduction to applicable techniques to community and international development
- **Analysis and Practice in Social Policy (POLY3000)** – insights into real life policy processes. Assessment is based on actual tasks performed by policy analysts
- **Project (SOSC3201/SOSC321)** – research project addressing and evaluating real world problems
- **Internship (POLS3801)** – carry out research internships for an external organisation, including parliament, government or NGOs
- **Archaeology Field School (ARCS2060)** – practical archaeological skills through fieldwork
- **Independent Studies in Criminology Research and Applied Criminal Justice (CRIM3050)** – students excelling in their studies undertake a small research project under the supervision of a criminology staff member
- **Ethnographic Fieldwork (ANTH3090)** – supervised placement in a relevant organisation in order to practice ethnographic skills

# VOLUNTEERING IN THE SOCIAL SCIENCES

## WHY VOLUNTEER?

- Gain **new skills** in areas such as community development, service delivery, program management, museum curating and more
- Get **work experience** in a desired field – for example if you’re hoping to find work in a health-related job when you graduate, consider volunteering at health organisations like Cancer Council or a hospital
- Become **more employable** – volunteering could be a great way to boost your resume, gain basic skills in computer programs, or improve your general social skills
- **Give back to the community** and help others
- Discover an area to **specialise in** or explore an area you’re passionate about (something that could work in conjunction with the courses you’re taking at uni would be a plus here!)
- Make **friends and professional contacts** – there is a social aspect here, but it’s also a way to make contacts for when you’re job seeking after uni
- **Challenge yourself** – work with groups of people that you’ve only learned about in a classroom, or interact with people in a new environment

## MAXIMISING THE SOCIAL SCIENCE VOLUNTEER EXPERIENCE

- Consider volunteering in an area that is **relevant to your studies**, e.g. if you’re undertaking the BSocSc Project, you could volunteer in a similar area to that of your industry partner
- Pick something that is **flexible** with your uni timetable
- Check out any **volunteering opportunities at uni** – it could save you having to travel and might be convenient in between classes or study sessions
- Volunteer with an organisation that targets something you’re **passionate** about. You’ll be more motivated to get involved
- Explore the social issues you usually **learn about** in a classroom in **the real world** – it might give you ideas as to how the issues can be improved or solved



Above: Adam Buchanan, Secretary of the UQ Social Sciences Association 2014, and UQ Social Science student volunteering in Zambia in 2014 as part of the UQ Advantage Award.

## WHERE TO LOOK

- UQU Clubs and Societies executive committees
- CareerHub
- Volunteering Australia
- Volunteering Gold Coast
- UQ Volunteers
- Australian Volunteers for International Development
- Australian Volunteers
- UQ Student Leaders
- Volunteering QLD
- QLD Government volunteering information
- Queensland Museum volunteers
- Volunteers in Policing
- Go Volunteer
- International Volunteer HQ

## IMPORTANT RESOURCES

Regarding volunteer processes and your rights, go to: <http://www.volunteeringaustralia.org/volunteering-resources/volunteers/>

# WHERE TO START LOOKING FOR JOBS OR OPPORTUNITIES

Aside from the generalised job search websites, where else can social science students go to find and apply for positions? Here is a list of places to begin hunting for jobs...

- **QLD Government Graduate Portal** allows you to register your interest for a range of experience programs while you're still studying. It also allows you to register your interest for or apply for graduate roles within all sectors of the Queensland Government.
- **Department of Social Services graduate program** – Students who are about to graduate or who have recently graduated can apply, but you have to be organised as the application process begins in March of the year before the program commences.
- **Ethical Jobs** has listings for jobs in many social science related areas. They have listings under the more general titles such as health promotion, community development, international aid & development, and policy & research.
- **CareerHub** often lists various intern, volunteering and employment opportunities. You can filter through these and find the ones relevant to social science.
- **Care Careers** is for people looking for work within the community care and disability sector, but lists jobs that may also be relevant for social scientists.
- **CSIRO** employs postgraduate social science researchers and research assistants. It also offers internships to UQ social science students.
- **Museums Australia** lists job opportunities in museums around Australia.
- **Australian Archaeological Association** provides a list of resources, careers and other opportunities for those with a background in archaeology.
- **Archaeology Field Work** has job listings for archaeologists, many of which are overseas opportunities.
- **Australian Anthropological Association** lists some anthropology job opportunities on.
- **Grad Connection** lists graduate jobs and internships for a range of industries. The website has a handy calendar that synthesises deadlines of graduate program applications.
- **Public Health Association Australia & Australian Health Promotion Association** have job listings for opportunities in health, health promotion and public health, including project management and research roles. You could also search through state or federal government health departments for other public health opportunities.
- **Smart Jobs** is the general QLD Government job notice board – can be filtered to find particular occupation groups (e.g. research, health, policy, project management).
- **Australian Public Service (APS) Jobs** allows you to tailor your search to job categories such as social science, policy, project management, evaluation, research, graduate, and more. You can also search by the government department



- **Australian Criminal Intelligence Commission** lists jobs that may be sought after by students studying criminology.
- **The Australian Institute of Criminology** lists available job, internship and research opportunities in criminology and criminal justice.
- **Australian Policy Online** lists policy or social science related jobs and graduate positions.
  - Community Jobs Board (NSW Council of Social Service) includes jobs in community development, program management, case management, and service delivery/management.
- **Queensland Council of Social Service** is similar to the above NSW page, and lists opportunities in the community sector.
- **HAC – Health and Community Jobs** lists community, health industry, social work, mental health, youth, family, and women’s services jobs.
- **Good Jobs** lists internships, jobs and board positions in not-for-profit, community and government sectors. You can sign up to a job alert newsletter with them.
- **Australian Community Workers’ Association** caters for jobs in the community sector. Listings include policy managers, service managers, etc.
  - Graduate Opportunities allows you to filter your search by “I have a degree in arts/humanities/ social sciences”.
- **Australian Institute of Health and Welfare** has a graduate program which is largely for students with a background in statistics, but they also take social science students.
- **Australian Bureau of Statistics graduate program** takes students from a range of areas, including social sciences. Applications open around August each year.
- **Research Careers** mostly lists opportunities in research for postdoctoral students and researchers, but may also list research assistant/support positions.



You can either search these on Google or see the links on our website



## OTHER JOB SEARCH RESOURCES

- **Graduate Careers** has information and resources for graduates on how to search and apply for jobs.
- **Indigenous Careers** has advice and employment opportunities for Aboriginal and Torres Strait Islander job seekers.
- **Australian Government graduate programs** provide a list of all of the graduate programs offered through the Australian Government.
- **The Australian Sociological Association** has some useful information for **sociology majors** (may also apply to BSocSc students) about how to make a career out of sociology.
- **Washington University** has a great webpage designed to help anthropology students articulate their employable skills. ([anthropology.artsci.wustl.edu/post-graduation/jobs-and-internships](http://anthropology.artsci.wustl.edu/post-graduation/jobs-and-internships))
- **The Australian Archaeological Association** provides a list of archaeology departments and museums in Australia and overseas and also has useful links to other job resources.

## POSSIBLE SEARCH TERMS

But what do you actually put into the search bars on these websites? Well, it helps to have an idea of the types of jobs you might be looking for, but here are some suggestions.

- Social science
- Sociology
- Anthropology
- Archaeology
- Criminology
- Criminal justice
- Public health
- Health promotion
- Community
- Community development
- Policy
- Social policy
- Public policy
- Policy manager
- Policy officer
- Project officer, manager
- Service manager
- Research, social research
- Research assistant, officer
- Service delivery
- Case manager
- Community development coordinator
- Program/project/policy evaluation
- International aid & development
- Health care management
- Health policy
- Public relations
- Policy development
- Social planning
- Social impact assessment
- Native title
- Heritage protection
- Policy advisor
- Museum director, curator, collection manager
- Heritage officer, director
- Field manager, assistant, officer
- Crime prevention
- Community health
- Ethics, ethics advisor
- Market research
- Health services management
- Social analyst
- Policy analysis/analyst
- Program officer, manager



You could also search for particular areas, e.g. if you want to work with Indigenous people, you could include this in the search terms.

## PURSuing FURTHER STUDY

Students can complete an **Honours year** in a social science discipline within the **School of Social Science**. The School's website lists the entry requirements, but the most important thing to have is "a well-developed research proposal and the agreement of an academic in the School of Social Science to act as supervisor".

### KEY HONOURS DATES

- Honours proposal writing workshop: Wednesday, 05 October 2016
- Application due date for Semester 1, 2017: 4 November, 2016
- Application due date for Semester 2, 2017: 9 June, 2017

### TIPS FROM CURRENT HONOURS STUDENTS



"Always remember that you are competing with yourself, not with others"  
– Amy, sociology



"Try to pick a topic you enjoy, because a year is a long time. More practically, it's never too early to speak to lecturers about potential Honours supervision. You don't have to leave it until Semester 2 of your final year in undergrad – you can express interest earlier"  
– Grace, criminology

## POSTGRADUATE COURSEWORK & RHDs

Students can complete postgraduate coursework through graduate certificates, diplomas, and masters. These are offered through the School of Social Science in the following areas:

- Community Development
- Development Practice
- Heritage Management
- Museum Studies

Information for students wishing to complete a research higher degree (RHD) can be found on the **School of Social Science website**.





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