**Job Analysis**

Student’s name

Institutional affiliation

Date of submission

**Job Summaries**

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| **Higher Education Jobs** |
| **Job** | **Summary** |
| Associate Vice Provost for Global Programs | A minimum Ph.D. is a requirement for the qualification for the job at Penn State University Park. A minimum of 10 years of experience in research work in an educational program is also required for qualification for the position. Finally, successful candidates must demonstrate proper management skills in prior job engagements.Link: <https://careers.insidehighered.com/job/2139880/associate-vice-provost-for-global-programs/?LinkSource=TopJob> |
| Special Assistant to the Dean of Admissions | Successful candidates for the job position must have a minimum Bachelor's degree. A minimum of 1 year of experience in an administrative position is required to qualify. Successful applicants must have an in-depth familiarity with Microsoft office. Finally, they must have good customer service and the ability to multi-task.Link: <https://careers.insidehighered.com/job/2190068/special-assistant-to-the-dean-of-admissions-georgetown-university-law-center/> |
| Director of Career Services | Successful candidates for this position must have a minimum academic qualification of a bachelor's degree in any course related to education. A minimum experience of 3 years in sales, staffing, job placement, and recruitment is preferred for the position. Successful candidates must have the ability to prove resilient time management skills. Finally, outstanding follow-up and public speaking skills are equally needed to qualify for the position.Link: <https://careers.insidehighered.com/job/2160380/director-of-career-services/> |
| **K12 jobs** |
| **Job** | **Summary** |
| K-12 Curriculum Specialist | Successful candidates must have a minimum bachelor's degree in education. A minimum professional experience of 3 years in k 12 teaching is required to qualify for the position. A master's degree in environmental services is preferred for the job.Link: https://careers.insidehighered.com/job/2168247/k-12-curriculum-specialist-community-outreach-professional-ii-/j. |
| K-12 initiative administrative assistant | Successful candidates for the job position must have an associate degree in administrative, business, or any other professional fields. In addition, successful applicants must have a professional experience of 2 years.Link: <https://careers.insidehighered.com/job/2170513/administrative-assistant-k-12-initiatives/> |
| K-12 part-time instructor | Successful applicants for this position must have a minimum academic qualification of a master's degree. A minimum of 5 years experience is required in the course subject area. Applicants with expertise in online teaching and educational content for online courses are preferred. Successful candidates must demonstrate adequate attention to detail and communication skills.Link: <https://careers.insidehighered.com/job/2183870/part-time-instructor-pool-global-k-12-education-programs-uc-berkeley-extension/> |
| **Corporate jobs** |
| **Job** | **Summary** |
| Corporate Representative | **Successful candidates for this position must have a minimum qualification of a bachelor's degree. However, a master's degree is preferred. A minimum of 2 years of experience in marketing, college recruitment, and public relations is equally required for this position. In addition, successful applicants must demonstrate excellent expertise in email, the internet, and spreadsheets. Superior communication skills are equally needed.**Link: <https://careers.insidehighered.com/job/2179164/corporate-representative/> |
| Banking & Cash Management Specialist | A minimum associate or a bachelor’s degree in business or accounting is required for this position. Successful applicants must have 3-5 years of progressive experience working in a business or accounting position. Successful candidates must demonstrate the ability to perform funds management and treasury functions in interacting with different bank transactions. In-depth accounting knowledge and principles are required to process and manage journal entries. Successful candidates must demonstrate competency in operating various office programs, including Excel, SharePoint, Word, and PowerPoint. Proficiency in maintaining and designing spreadsheets is an added advantage.Link: <https://careers.insidehighered.com/job/2095446/banking-and-cash-management-specialist/> |
| Director of Finance/Controller | A minimum bachelor's degree in accounting or any other related field is required for the job positions. However, candidates who have a master's degree in business-related fields are preferred. Successful candidates must have at least six years of progressive experience in accounting reconciliation, budgeting, financial accounting, and reporting. In-depth knowledge of FASB and GAAP standards is an added advantage. In addition, candidates must demonstrate an in-depth ability to handle investment and investment roles. Finally, in-depth knowledge in Microsoft Office and computerized ERP systems is an added advantage.Link: <https://careers.insidehighered.com/job/2175401/director-of-finance-controller/> |

**Similarities and differences**

**Similarities**

The nine job opportunities examined above have some aspect of similarities. Focus on minimum academic qualifications is a similarity that is evident in all nine job opportunities. Both employers have set minimum academic qualifications for successful candidates to be considered for the different job positions. The minimum educational qualifications range from Bachelors to a Master's and Ph.D. Therefore, academics must form a pertinent basis for any job qualification in the contemporary employment field. Focus on the past job experience is also a similarity that defines all the nine jobs. The employers in the three main job categories ranging from higher education, K-12, and corporate, have set minimum professional experience that is important in enabling successful candidates to secure the job opportunities. Besides the focus on professional experience, all the job opportunities have key competencies that successful candidates must have to be considered successful.

Besides the similarities between the nine job opportunities, there are also unique differences. The duration of past professional experience ranges from one job to another. For instance, more demanding jobs require longer professional experience as opposed to less demanding jobs. From the list of the jobs that are evaluated, it is evident that the Associate Vice Provost for Global Programs post requires the longest professional experience as opposed to other jobs. Penn State University Park's recruiting agency indicates that successful candidates must have ten years of experience. On the other hand, the Special Assistant to the Dean of Admissions position only requires a professional background of 1 year. It means that less demanding jobs have lower professional experiment requirements than jobs that are too demanding. Equally, the past professional skills that are tied to each job are different. Most employers prefer employees with skills that are relevant to the job position that they advertise.

**Dream Job reflection**

The director of career services is a professional job I aspire to get. I always have a professional philosophy that careers define everything in life. For instance, people go to school because they want to get good careers that can ideally sustain them as important people in society. It is therefore important to coach people for the career services they intend to achieve. To some extent, I view the position as a service to humanity. There are unique aspects of the job opportunity which make me be inspired. My personality drives my passion for director if career services job opportunities have good communication and public relations skills, which I believe will make me perfect bonce I become a director of career services. A vital role tied to the job opportunity bestowed on motivating and leading careers services for teams. It means I will have ample time to interact with team members on effective career choices in the company.

I also have management skills which I believe will be important in executing my duties as the director of career services. The job opportunity requires participating in regular management meetings and student panels. Based on the fact that the minimum entry to the job is a bachelor's degree, I believe this is a good starting point as I will get a foundation that will enable me to acquire other senior job opportunities. The full-time employee benefits that are attached to the job are also aspects that are motivating. Besides the strength of the job opportunity, an element of personal weakness for the job is ineffective follow-up skills. I always find it challenging to follow up on projects once they commence. The best action plan I would use to overcome weak follow-up skills is setting the target for every career service I oversee. Target setting will indicate that I'm committed to achieving the goals or objectives of my professional career.

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