Occupational Titles

- Peace Corps/Vista Volunteer
- Marketing Trainee
- Community Relations Specialist
- Public Relations Writer
- Press Representative
- Documents Analyst
- Procedures Analyst
- Program Planner
- Information Specialist
- Special Concerns Advocate
- Research Analyst
- Personnel Relations
- Publicity Coordinator
- Research & Development
- Retailing/Buying
- Research Publication Editor
- Interviewer
- Communications/Public Relations
- Writer
- University/College Faculty*
- Journalist
- Information Specialist
- Columnist
- Public Opinion Analyst
- Copywriter
- Script Writer (Radio/TV)
- Editor/Freelance
- Announcer (Radio/TV)
- Copy Editor
- Reporter
- Convention Organizer
- Critic
- Acquisitions Editor
- Copy Editor
- Project Editor
- Sales Representative
- Publicity and Promotion Manager
- Advertising Manager
- Production Manager
- Contracts and Permission Administration
- Data Processor
- Public or Private School Teacher*
- College Administration
- English as a Second Language Instructor*
- Sales Writer
- Editor/Proofreader
- Advertising Traffic Manager
- *May require additional education and/or training.

Typical Work Activities

- Composing, writing
- Enlightening, guiding
- Working independently
- Helping
- Acting, performing
- Selecting and training
- Informing, organizing
- Teaching, explaining
- Solving problems
- Leading discussions
- Arguing logically
- Gaining information
- Questioning conventions
- Topicalization
- Designing/Directing Projects
- Interpreting confused language
- Synthesizing information
- Evaluating arguments
- Weighing values
- Seeing connections
- Interpreting

Employment Settings

- Advertising departments & firms
- Foundations
- Human services agencies
- Business/industry
- Foreign services
- Libraries
- Business corporations
- Literary periodicals
- Colleges & schools
- Magazines and newspapers
- Department stores
- Political action groups
- Educational institutions
- Public relations firms
- Film companies
- Publishing companies
- Research & Development firms
- Radio/TV stations
- Education department
- Travel agencies
- Government Printing Office
- Library of Congress

Skills & Abilities

- Influencing and persuading
- Reading for tone and attitude
- Reading for ideas
- Informing and explaining
- Editing
- Rewriting and Editing
- Interpreting instructions
- Simplifying jargon
- Adapting ideas
- Accuracy
- Seeing connections
- Weighing values
- Working in groups
- Comparing and summarizing
- Questioning conventions
- Gathering information
- Arguing logically
- Analyzing complex ideas
- Generating new ideas
- Defining
- Thinking independently
- Designing/Directing Projects
- Problem solving
- Excellent writing skills
- Interpreting confused language

Internet Sites and Professional Associations

- National Council of Teachers of English: www.ncte.org
- Teachers of English to Speakers of Other Languages: www.tesol.org
- American Association of Intensive English Programs: www.aaiep.org
- Society of Professional Journalists: http://spj.org
- Language Teachers’ Professional Associations: www.csun.edu/~hcedu013/profassoc.html
- American Dialect Society: www.americandialect.org

Jobs for English Majors:
www.iusb.edu/-eng/careers.html

English as a Second Language Resources:
www.pacificnet.net/-sperling/jobcenter.html

The Linguist List: www.linguistlist.org

Resources for Translation Professionals:
www.xlation.com

Office of Career Services
(219)980-6650 ♦ FAX: (219) 980-6990 ♦ Moraine 101
3400 Broadway, Gary, IN 46408-1197
www.iun.edu/career
Used by permission of I.U.S.B.