

LIBRARY MINUTE
Higher Education
March 2004

JOB SEARCH RESOURCES

The Academic Job Search Handbook (Penn Press, 2001). *Written by Mary Morris Heiberger and Julia Miller Vick.* Comprehensive guide to the search for an academic career. Advice on planning your search, written materials for the search, conducting the search, and starting the job.

The Curriculum Vitae Handbook: How to Present and Promote Your Academic Career (1998). Contains information regarding CV format, length, and content. Provides samples and tips regarding tailoring a CV, changing it to a resume, etc. Also contains cover letter tips and samples.

Outside the Ivory Tower: A guide for Academics Considering Alternative Careers (Harvard Press, 1993). Provides self-assessment, job search, and interviewing strategies. Contains information regarding careers outside of education and tips on transitioning into new fields.

“So What Are You Going To Do With That?”: A Guide to Career Changing for M.A.’s and Ph.D.’s (2001). Information on rethinking life after graduate school, soul searching before job searching, informational interviews and internships, turning a CV into a resume, turning an interview into a job.

Survival in the Academy: A Guide for Beginning Academics (Hampton Press, 1994). Describes the nature of the academy, the challenges facing the academic enterprise, the job market outlook, and the ins and outs of the teaching profession (and everything else it entails!).

DIRECTORIES

2002-2003 Accredited Institutions of Postsecondary Education (American Council of Education, 2003). Directory of accredited degree and non-degree granting institutions in the US listed by state. Also contains sections on accredited programs at no-accredited institutions within and outside the US, degree granting institutions within and outside the US that are candidates for accreditation, and a listing of major institutional changes. Appendix includes information on accrediting process.

International Handbook of Universities (International Association of Universities, 1996). International directory of institutions of higher education.

The Multicultural Student’s Guide to Colleges (2001). Provides information on all US institutions of higher education with special attention paid to number of student of color applicants and matriculants at each institution, retention rates, and climate.

Peterson’s Four-Year Colleges (2003). Complete guide to four-year colleges and universities in the US and Canada.

Peterson's Two-Year Colleges (2003). Complete guide to two-year colleges and universities in the US and Canada.

Private Independent Schools (2001). Comprehensive guide to private primary and secondary schools in the US, listed by state.

World List of Universities and Other Institutions of Higher Education (International Association of Universities, 2000). Comprehensive directory of national and international institutions of higher education.

The World of Learning (2002). Directory of societies, research institutes, libraries and archives, museums and art galleries, and colleges and universities across the world. Listed by country.

PERIODICALS

America's Best Colleges, *US News and World Report* (2004). Contains annual release of *US News*' exclusive college and university rankings.

Black Issues in Higher Education. Monthly publication of issues facing the education of African Americans.

Change. Bi-monthly publication. Articles address issues and innovations in higher education.

Chronicle of Higher Education. Weekly publication of issues, challenges, and happenings in higher education.

RESOURCES FOR SPECIAL POPULATIONS

Poisoned Ivy: Lesbian and Gay Academics Confronting Homophobia (Temple University Press, 1997). Uncovers the ambiguity that lies at the heart of trying to teach and conduct research as women and men whose sexual identities fall outside the academy's parameters of acceptability. Told through the true story of a professor at the University of Minnesota.

Sisters of the Academy: Emergent Black Women Scholars in Higher Education (Stylus Publications, 2001). Fifteen black, female scholars trace the trajectory of black women in education, with particular attention paid to higher education. Essays address historical, social, cultural, political, and academic issues that affect black women in the academy and propose remedies for these challenges.

AWomen in Academe (Russel Sage Foundation, 1988). Provides a brief historical overview of women in higher education. Emphasizes the strides made since the 1970s in women's educational and professional spheres. Chapters include: Women as Students, Women as Faculty Members and Scholars, Women and Administration and Governance.

* Resources are also available for specific subject areas (i.e. engineering, sciences, history, psychology, etc.)