### Occupational Titles

- Analyst
- Archives Manager
- Archivist*
- Banker
- Biographer
- City Manager
- College Administrator*
- College Professor*
- Columnist
- Corporation Historian
- Customs Port Investigator
- Editor
- Exhibit Preparer
- Foreign Service Officer
- Genealogist
- Grant Writer
- Intelligence Specialist
- International Law & Relations Officer
- Journalist
- Lawyer*
- Legislative Aide
- Librarian
- Loan Administrator
- Market Research Analyst
- Museum Curator
- Museum Specialist
- Operations Research Analyst
- Personnel Officer
- Policy Evaluator
- Politician
- Preservation Specialist
- Public Info. Coordinator
- Public Official
- Public Opinion Pollster
- Public Relations Rep.
- Research /Technical Advisor
- Sales Campaign Planner
- Small business owner
- Supervisor of Historic Sites
- Teacher*
- Technical Writer
- Textbook Sales Rep.
- Tour Guide
- Underwriter
- Universal Teacher/Researcher

### Employment Settings

- Banks
- Business corporations
- Chamber of Commerce
- Civil Rights Commission
- Colleges and schools
- Consulting firms
- Educational institutions
- Foreign service
- Foundations, nonprofit
- Government agencies
- Historical societies
- Justice Department
- Law enforcement
- Libraries
- Library of Congress
- Magazines & newspapers
- Museums
- National archives
- Peace Corps
- Public relation firms
- Publishing companies
- Travel agencies

### Typical Work Activities

- Collecting and organizing data
- Collecting artifacts
- Compiling information
- Conducting field research
- Conducting research
- Describing and evaluating issues or problems
- Developing ideas and projects
- Interviewing
- Meeting new people
- Organizing materials and ideas
- Teaching
- Traveling
- Working independently

### Skills & Abilities

- Adapting ideas
- Analyzing information
- Analyzing problems
- Comparing and compiling research reports
- Comparing and contrasting ideas
- Decision-making
- Developing a world view
- Forming and explaining ideas
- Interpreting events and ideas
- Interviewing
- Knowing how societies cope with change
- Observing people/data/things
- Organizing materials and information
- Seeing relationships between factors
- Summarizing
- Using the past to explain the present

### Resources and Internet Sites

- **Archivist Jobs**: http://www.indeed.com/q-Archivist-jobs.html
- **Indiana Historical Bureau**: www.in.gov/history
- **Indiana Historical Society**: www.indianahistory.org
- **Indiana State Museum**: www.in.gov/ism
- **Internet Resources for History**: www.lib.auburn.edu/socsci/docs/history.html
- **Museum Jobs**: www.museumjobs.com
- **Society of American Archivists**: http://www2.archivists.org/groups/saa-online-career-center
- **Studebaker Museum**: www.studebakermuseum.org

*May require additional education and/or training*

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**INDIANA UNIVERSITY SOUTH BEND**

**CAREER SERVICES OFFICE**

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