

Ibero-American Studies



Career Handbook

Office of Ibero-American and Special Programs

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Saint Louis University
Madrid Campus

Introduction

The Ibero-American Studies Certificate program provides students with a multidisciplinary education on the Spanish- and Portuguese-speaking world, allowing them to develop a geographic expertise as a complement to their major areas of study. Because of the broad and flexible education that students receive in the Certificate program, when paired with a discipline such as International Relations, International Business, International Communications or Spanish, many career opportunities are available to graduates. Because of their linguistic training and comprehensive knowledge of Ibero-America, graduates may seek employment in government, including in the foreign or civil service, international banking and business, and non-governmental organizations at work in Ibero-America. Students who graduate from the program are also well prepared to continue their educations in any number of disciplines. Moreover, the IAS Certificate helps students develop skills useful in many career fields.

The aim of this handbook is to help you generate ideas for employment in fields related to Ibero-American Studies. Students should remember that personalized assistance is available through the Office of Ibero-American and Special Programs, as well as SLU Madrid's Career Planning and Placement Office. Students should also remember that regardless of which career they choose, they may increase their marketability to employers through internships, work experience, good grades and involvement in university activities.

When writing your resume and applying for jobs, do not discount your non-professional experiences. There are skills you learn outside the workplace that can become an asset to your performance on the job. For example, teaching ESL to adults or mentoring kids on weekends demonstrates your ability to relate to people at all levels, which is an invaluable skill. Your volunteer work or personal accomplishments should be included in your skill set. When you are matching your skills and interests to job announcements, do not ignore positions that ask for a bit more "experience" than you have in the workforce. If you really do possess the skills and ability to excel, you will not be overlooked.

Career Possibilities

Congratulations! Through completing your college education and, in particular, your Certificate in Ibero-American Studies, you are demonstrating potential employers that:

- You have a certified expertise in the geographic region of Ibero-America, its cultures, history and languages
- You are a flexible thinker, with an ability to see the big picture and relate effectively to a wide variety of people
- You have developed interpersonal skills for working with the significant percentage of the population in the US whose cultural roots are in Spanish-speaking countries
- You have excellent oral and written communication abilities, and outstanding analytical problem solving and organizational skills
- You have leadership experience (if you participated in student associations, etc)

These are desirable skills in a number of career fields. It is now your job to communicate these skills and traits well in a resume, cover letters and interviews. Before you get to that point though, you'll want to do some brainstorming about potential careers. To get you started in this task, several types of employers are listed below that typically employ area studies students, such as students like you with a Certificate in Ibero-American Studies.

Types of Employers:

Advertising Agencies	International Development Organizations
Airlines and Airports	International Exchange Programs
American Schools Abroad	Law Firms
Archives	Libraries
Banks	Manufacturing Firms
Book Publishers	Museums
Civic Organizations	Newspapers/Magazines
Clinics	Professional Associations
Colleges and Universities	Public Interest Groups
Consulting Firms (Business or Development)	Public Relations Firms
Consumer Organizations	Relief Organizations
Corporations	Retail Stores
Cultural Organizations Entertainment Firms	School Systems
Development and Relief Organizations	Social Service Agencies
Foundations	State Government Agencies (or Local Government Agencies)
Government Agencies	Television/Radio Stations
Historic Sites/Historical Societies	Translation Agencies
Hospitals/Clinics	Travel Agencies
Hotels/Restaurants/Resorts	

In particular, many area studies students choose government careers. Below is a sampling of US government agencies seeking area studies students. Note that many of these agencies actively recruit area studies students because of their expertise in a geographic area, its languages and cultures.

US Government Agencies Employing Area Studies Students:

Agency for International Development	Department of State (foreign service and civil service)
Bureau of Export Administration	Federal Bureau of Investigations
Bureau of Intelligence and Research	Library of Congress
Bureau of International Labor Affairs	National Endowment for the Humanities
Central Intelligence Agency	National Security Agency
Citizen and Immigration Services	Office of International Education
Civil Rights Commission	Office of International Policy and Programs
Consumer Affairs Office	Peace Corps
Customs and Border Protection	Smithsonian Institution
Department of Commerce	Telecommunications Satellite Organization
Department of Justice	

Networking

Don't be shy about letting people know that you're looking for work. Take advantage of the connections of alumni, professors, friends and relatives. Have professional business cards created with your name and contact information so contacts may pass along your information to their friends and colleagues. Hold informational interviews with those in your field. Join professional organizations or networking organizations, attend their events. In Madrid, examples of international networking organizations are:

- **The European Professional Women's Network:** <http://www.epwn.net/spain.html>
“EuropeanPWN - Spain brings together management-level women from a variety of businesses and professions from multinational companies to small companies to entrepreneurs. Our objective is to provide a cross-generational networking, experience-sharing and leadership training platform to international professional women based in Spain.”
- **International Newcomers Club:** <http://www.incmadrid.com/>
“The International Newcomers Club offers opportunities for English-speaking newcomers (and longtime residents!) to get together through its variety of activities, and to provide members with information on other community activities, services and organizations.”
- **American Women's Club of Madrid:** <http://www.awcmadrid.com/>
“Purpose: To help women adapt to the challenges and stresses of living in a new country through support, encouragement and friendship; to provide an opportunity for interaction between women of all nationalities; to help members understand and appreciate the Spanish culture; to engage in charitable activities emphasizing the needs of women and children.”
- **The American Club of Madrid:** <http://www.americanclubofmadrid.com>
“The American Club of Madrid is the focal point for Americans, Spaniards and third-country nationals who are interested in developing and maintaining business, professional and social relationships within the international environment. The Club is a non-political and non-profit organization.”
- **Democrats Abroad, Spain:** <http://es.democratsabroad.org>
“Democrats Abroad Spain is open to any American citizen of voting age who supports the principles of the Democratic Party. No oath of loyalty, fees or dues, or past voting record is required to become a member. Democrats Abroad is the official organization of the Democratic Party outside of the US; connecting Americans with US politics and the Democratic Party; registering, informing, and motivating voters; supporting candidates, holding events, and raising resources.”

- **Republicans Abroad International, Spain:** (contact Jamesmlevy_es@yahoo.com for more information)
“Membership in Republicans Abroad provides a unique opportunity for Americans living overseas to communicate their concerns to Republican leaders in Washington. Republicans Abroad has fought for issues of concern to Americans abroad like repatriation issues, strong support of Section 911 foreign earned income exemption, anti-terrorism legislation, fair trade policies, and the inclusion of the expatriate population in the United States Census.”
- **Navy League of the U.S.-Madrid Council** (<http://www.nlmadrid.org> or gjmahl@wanadoo.es)
The Council was formed in 1965 and is part of the 70,000 member international organization. It consists of leading business and professional people who desire to network socially and are interested in promoting close ties between the U.S. and Spanish Naval forces. The council hosts monthly dinner meetings and other activities.

Online Networking

- **Young Women in Development:** (ywid@yahogroups.com)
“This is a group for women who live in the DC area who either work in international development, relief work, or human rights activities who are interested in discussing gender, international development, the problems of being a woman working in this area and other issues that interest us. We have social hours and discussion groups.”

Internships

For recent college graduates, there is often no faster route into a chosen career than interning. This especially applies to government work. Following are some avenues to pursue if you are interested in interning. Internships can be paid or unpaid. Note that while you are in school, Saint Louis University, Madrid has a number of internship opportunities available with international corporations, non governmental organizations and the US Embassy. Please see the Career Planning and Placement Office for details.

(Please note that SLU Madrid does not have an institutional relationship with these organizations, students should exercise judgment in selecting possible opportunities. Many of these links and organizations will be helpful in your job search as well, so check back often for internship and employment opportunities.)

Internships in the United States:

Amazon Watch (Los Angeles, CA) http://www.amazonwatch.org/take_action/staffing/

Brookings Institution (Washington, DC) <http://www.brookings.edu/admin/internships.htm>

Center for Economic and Policy Research (Washington, DC)
http://www.cepr.net/index.php?option=com_content&task=view&id=5&Itemid=15

Center for International Policy (Washington, DC) <http://www.ciponline.org/handbook.htm>

Center for World Indigenous Studies (Olympia, WA) <http://www.cwis.org/olyintern.htm>

Coalition for American Leadership Abroad (Washington, DC)
<http://www.colead.org/internships.shtml>

Congressional Research Service (Washington, DC) <http://www.loc.gov/crsinfo/volunteer/>

Council on Foreign Relations (Washington, DC and New York, NY)
http://www.cfr.org/about/career_opportunities/

Council on Hemispheric Affairs (Washington, DC) <http://www.coha.org/about-internships/>

Cultural Survival (Cambridge, MA) <http://www.cs.org/about/interns/index.cfm>

Grassroots International (Boston, MA) <http://www.grassrootsonline.org/what-you-can-do/work-with-us>

Institute for Policy Studies (Washington, DC) <http://www.ips-dc.org/projects/internship.htm>

Institute for Women's Policy Research (Washington, DC)
<http://www.iwpr.org/About/employment.htm>

International Development Exchange (San Francisco, CA)

http://www.idex.org/static/volunteer_ops.php

International Law Institute (Washington, DC) <http://www.ili.org/Employment.htm>

Latin America Working Group (Washington, DC) <http://www.lawg.org/about/Internships.htm>

League of United Latin American Citizens (Washington, DC)

<http://www.lulac.org/about/interns.html>

MADRE (New York, NY) <http://www.madre.org/programs/pe/intern.html>

New America Foundation (Washington, DC)

http://www.newamerica.net/about/employment_opportunities

Rainforest Alliance (New York, NY) <http://www.rainforest-alliance.org/about.cfm?id=internships>

Refugees International (Washington, DC)

<http://www.refugeesinternational.org/section/aboutus/internships/>

South and Meso American Indian Rights Center (Oakland, CA)

<http://saic.nativeweb.org/interns.html>

The Washington Center (Washington, DC) <http://www.twc.edu/>

US Committee for Refugees and Immigrants (Washington, DC)

<http://www.refugees.org/article.aspx?id=1096>

United States Office of Personnel Management (Federal Government Internships and Jobs)

<http://www.studentjobs.gov/firsttimers.asp>

United Nations Development Programme (New York, NY or a country/regional office)

<http://www.undp.org/internships/>

Washington Office on Latin America (Washington, DC)

http://www.wola.org/index.php?option=com_content&task=blogsection&id=8&Itemid=10

White House Internship Program (Washington, DC) <http://www.whitehouse.gov/government/wh-intern.html>

Witness for Peace (Washington, DC) <http://www.witnessforpeace.org/work/intern.html>

Internships in Europe:

Comunidad de Madrid-Centro Hispano-Americano (Spain)
<http://www.ufv.es/> or contact Mónica Martín at (+34) 91 652 82 16

European Latin American Association (Europe and Latin America) http://www.elg-online.de/html/english/internship_countries.htm

Fundesos Desarrollado Sostenido (Spain)
<http://www.fundesos.org/web/es/colabora/voluntariado/>

Humanity (international) <http://www.humanity.org/who/externships/>

International Center for Human Development (Armenia)
<http://www.ichd.org/index.php?page=projects&itemid=86>

International Office for Migration (international) <http://www.iom.int/jahia/Jahia/pid/166>

International Service for Human Rights (Switzerland) <http://www.ishr.ch/>

Oxfam International (International)
<http://www.intermonoxfam.org/page.asp?id=2030&idioma=1>

REDRESS (UK) <http://www.redress.org/internships.html>

Save the Children España (Spain)
http://www.savethechildren.es/interior_germans.asp?IdItem=1157

Setem (Spain)
<http://www.setem.org/madrid/generales.php?id=17&ids=38&lg=es>

United Nations Development Programme (New York, NY or a country/regional office)
<http://www.undp.org/internships/>

The Career Planning and Placement Office has internships with several companies in Madrid, including several with branches in Ibero-America. These companies include ABENGOA, ACCENTURE, AVIS, Grupo Santander, Coca-Cola, Kroll Associates, MAPFRE, Paz y Cooperación, Price Waterhouse Coopers, Procter & Gamble, and UPS. Please consult the Career Planning and Placement Office for more information (bolsatrabajo@madrid.slu.edu).

Also check out:

Haces Falta, a search engine for volunteer, internship and job opportunities in Spain:
<http://www.hacesfalta.org>

Coordinadora de ONG para el Desarrollo España, a consortium of development NGOs in Spain
http://www.congde.org/home_dos.htm

Plataforma del Voluntariado en España <http://www.plataformavoluntariado.org/>

Idealist Spain <http://www.idealists.org/idealists/es/Home/default?sid=100983378-195-EKi>

Internships in Ibero-America:

Amigos de las Américas (AMIGOS) <http://www.amigoslink.org/>

Campanario Biological Reserve (Costa Rica) <http://www.campanario.org/internships.php>

Casa Xelaju (Guatemala) <http://www.casaxelaju.com>

Centro Venezolano Americano (CVA) <http://www.cva.org.ve/internship.doc>

EcuEVP (Ecuador) <http://www.ecuevp.com/index.html>

ELEP (Ecuador) <http://www.elep.org/ecuador-internship/index.html>

European Latin American Association (Europe and Latin America) http://www.elg-online.de/html/english/internship_countries.htm

Foundation for Sustainable Development (Latin America and Africa)
<http://www.fsdinternational.org/intlopps/programs/internships1>

Fund for Intercultural Education and International Volunteering (Ecuador)
<http://www.fevi.org/index.php>

Humanity (international) <http://www.humanity.org/who/externships/>

International Office for Migration (international) <http://www.iom.int/jahia/Jahia/pid/166>

Justiça Global (Brazil) <http://www.global.org.br/>

Maya Mountain Research Farm (Belize) <http://www.mmrfbz.org/researchintern.html>

Social Volunteer Corps (Guatemala) <http://www.socialentrepreneurcorps.com>

Organization of American States Student Internship Program
<http://www.oas.org/documents/eng/oporjobs.asp>

United Nations Development Programme (New York, NY or a country/regional office)
<http://www.undp.org/internships/>

Job and Internship Search Engines and Related Sites:

Saint Louis University, Madrid Campus Materials are available at the Career Planning and Placement Office or via bolsatrabajo@madrid.slu.edu

American Association for the Advancement of Science <http://www.aaas.org/careercenter/>

Association for Women in Development (international) <http://www.awid.org/>

DevNet (international) <http://www.devnetjobs.org/>

The Development Executive Group (international) <http://developmentex.com>

Electronic Network for Latin American Careers and Employment (international)
<http://lanic.utexas.edu/enlace>

Foreign Policy Association (international): http://www.fpa.org/jobs_contact2423/jobs_contact.htm

Foundation Center (international) <http://foundationcenter.org/pnd/jobs/>

Going Global (international) <http://online.goingglobal.com>

Haces Falta (Spain) <http://www.hacesfalta.org>

Idealist (international, with a focus on US opportunities) <http://www.idealists.org>

MonsterTrak (international) <http://www.monstertrak.monster.com/>

Occupational Outlook Handbook <http://www.bls.gov/oco/>

Opportunity Knocks (international) <http://www.opportunityknocks.org/>

Overseas Job Express (international) <https://www.overseasjobs.com>

Princeton Review's Guide To Your Career <http://www.princetonreview.com/cte/>

Riley Guide <http://www.rileyguide.com/>

US News and World Report InternAbroad Database (international)
<http://www.internabroad.com/iasusnews.cfm>

Venture http://www.theventureconsortium.org/public_interest/exploring.php

Wetfeet (international) <http://www.wetfeet.com/>

Other Sources of Information

Websites of Interest:

Association for Progressive Communications/Institute for Global Communications

- United States: <http://www.igc.org/igc>
- Argentina: <http://www.wamani.apc.org>
- Colombia: <http://www.colnodo.org.co>
- Mexico: <http://www.laneta.apc.org>

Berkeley Career Center - Ethnic Studies: <http://career.berkeley.edu/Major/EthnicStud.stm>

Comisión Económica para América Latina y el Caribe <http://www.eclac.cl>

CollegeBoard.com – Latino and Latina Studies:

http://www.collegeboard.com/csearch/majors_careers/profiles/majors/05.0203.html

DERECHOS - Human Rights <http://www.derechos.org>

Handbook of Latin American Studies, The Library of Congress <http://lcweb2.loc.gov/hlas>

Latin American Job & Employment Resources

<http://jsis.washington.edu/latinam/Students/jobs.asp>

Latin American Network Information Center (LANIC) <http://www.lanic.utexas.edu>

Latin American Links <http://www.latinamericalinks.com>

Latin American Studies Association <http://lasa.international.pitt.edu/>

Latin World: Latin America on the Net <http://www.latinworld.com>

Precisa, Mexico <http://www.precisa.gob.mx>

Washington Office on Latin America <http://www.wola.org>

World Bank <http://www.worldbank.org>

SLU Madrid Library Offerings:

- 100 Best Careers for the 21st Century by Shelly Field, 1999
- 101 Dynamite Questions to Ask at Your Job Interview by Richard Fein, 2000
- 101 Great Answers to the Toughest Interview Questions by Ron Fry, 2000
- A-Z of Careers and Jobs by Irene Krechoweicka, 2002
- Building a Great Resume: For job hunters, career changes, consultants and freelancers by Kate Wendleton, 1999
- Careers in International Business by Edward Halloran, 2003
- CVs for Dummies by Steve Shippside and Joyce Lain Kennedy, 2004
- Directory of Jobs and Careers Abroad by Deborah Penrith, 2005
- Do What You Are: Discover the perfect career for you through the secrets of personality type by Paul D Tieger and Barbara Barron-Tieger, 2001
- Dynamic Cover Letters for New Graduates by Katherine Hansen, 1998
- A Foot in the Door: Networking your way in the hidden job market by Katherine Hansen, 2000
- Good News About Careers: How you'll be working in the next decade by Barbara Moses, 1999
- International Job Finder: Where the jobs are worldwide by Daniel Lauber, 2003
- Interviewing and Salary Negotiation: For job hunters, career changers, consultants and freelancers by Kate Wendleton, 1999
- Living and Working in Spain 2005: A survival handbook by David Hampshire, 2004
- Peterson's Graduate Programs in the Humanities, Arts and Social Sciences, by Peterson's, 2005
- Peterson's Job Opportunities: Business by Peterson's, 1999
- Targeting the Job You Want by Kate Wendleton, 2000
- Todos los Estudios y Carreras: la guía más completa y actualizada, con las adaptaciones y novedades del sistema educative by Carlos de la Fuente, Montserrat Olivaras and Isabel Arimany, 2005
- What Color Is Your Parachute: A practical manual for job-hunters and career changers by Richard Nelson Bolles, 2005

Other Titles to Look For:

- Book of U.S. Government Jobs, The by Dennis V. Damp, 2002.
- Careers for Foreign Language Aficionados and Other Multi-lingual Types by Ned Seelye Laurence Day, 2001.
- Careers in International Affairs by Maria Pinto Carland & Lisa A. Gihring, 2003.
- Careers in Law by Gary Munneke, 1997.
- Career Planning Guide for International Students by the International Careers Consortium, 2004.
- Directory of International Organizations by Hans-Albrecht Schraepler, 1996.
- Educators' Passport to International Jobs by Rebecca Anthony & Gerald Roe, 1984.
- Harvard Guide to International Experience, The by William Kingelhofer, 1989.
- Inside a U.S. Embassy by the American Foreign Service Association, 2005.
- International Jobs Directory by Ron Krannich
- International Jobs – Where They Are, How to Get Them by Eric Kocher & Nina Segal, 2003.
- International Voluntary Work by Victoria Pybus, 2005.
- Internships in International Affairs by Career Education Institutes, 2004.
- Jobs & Careers Abroad by Deborah Penrith, 2005.
- Legal Career Guide: From Law Student to Lawyer by Gary A. Munneke, 2002.
- Realities of Foreign Service Life by Patricia Linderman & Melissa Brayer Hess, 2002.
- Serving the Public: A Job Search Guide by Stacy M. DeBroff, Esq., Jill P. Martyn, & Alexa Shabecoff, Esq., 2003
- Teaching English as a Second or Foreign Language by Marianne Celce-Murcia, 2001.
- Women For Hire: The ultimate guide to getting a job by Tory Johnson, Robyn Freedman Spizman and Lindsey Pollak, 2002
- Working or Change – Making a Career in International Public Service by Derick W. Brinkerhoff & Jennifer M. Brinkerhoff, 2005.

Graduate School

Considering graduate school? There are many resources available to you in deciding whether or not grad school is for you, and if it is, in choosing a program.

Ibero-American Studies Certificate students may consider Master's or Doctoral study in several fields, including (but not limited to):

Anthropology	Library Science
Archaeology	Linguistics
Area studies	Literature (Spanish, Latin American, Portuguese)
Art History	Music
Business	Philosophy
City Planning	Political Science & Government
Communications	Portuguese
Criminology	Psychology
Demography/Population studies	Public Administration
Economics	Public Policy Analysis
Econometrics	Religious Studies/Theology
Education	Social Work
Geography	Sociology
History	Spanish
International Relations/Affairs	Statistics
Journalism	Urban Affairs/Studies
Law	

Sources of general information on schools and programs:

Gradschools.com: <http://www.gradschools.com/>

Princeton Review: <http://www.princetonreview.com/grad/>

Education-Portal.com: http://education-portal.com/article_directory/Glossary_of_Master%27s_Degree_Programs.html

Interesting articles on deciding if grad school is right for you:

“Considering Graduate School? Answer These Five Questions Before You Decide,” by Randall S. Hansen, Ph.D. http://www.quintcareers.com/considering_graduate_school.html

Other articles of interest:

“Surviving Graduate School,” US Department of Health and Human Services <http://www.training.nih.gov/careers/careercenter/survgrad.html>

Peterson's Graduate Planner http://www.petersons.com/graduate_home.asp?path=gr.home