Goodman School of Business

Business Career Development Office

Brock University

Public Administration

A concentration in public administration prepares you for working in public institutions, managing people in the public sector and government and business operations. Federal, provincial and municipal governments are among the largest employers in Canada.

Disciplines & topics of study:

- Economics
- Public Finance
- Research Methods/Statistics
- Policy Process & Analysis
- Ethics
- Public Management
- Program Evaluation/Performance Measurement

Nature of work & types of jobs:

Health Care Program Administration Officer

Elections Officer

Immigration Officer

Human Resources Research Officer

Using Social Media:

LinkedIn can be an effective way to access industry professionals and build your professional network. See how here

Career Options

The following are examples of career paths in public administration:

Commerce Officer
A Commerce Officer influences the growth and competitiveness of Canadian industrial sectors by developing, implementing and monitoring strategic public policies and regulations related to investment, technology, innovation, global value chains, human resource development, and Canada's business climate.

Administrative Officer
Administrative Officers oversee and implement administrative procedures, establish work priorities and coordinate the acquisition of administrative services such as office space, supplies and security services. They are employed throughout the private and public sectors.

Government Policy Analysts
Policy Analysts research various issues regarding social, political, religious, and financial matters and make recommendations on how to improve these issues through legislation, regulations, and process controls. Policy analysts may work for private organizations or the government.

Program Administrator

A Program Administrator is responsible for planning, implementing, and evaluating a program such as a health care or education program. The role of the administrator includes both leadership and management functions. Leadership functions relate to helping an organization identify values, set goals, articulate a vision, and outline a course of action to achieve the vision. Management functions relate to the execution of tasks and setting up a system to carry out the organization's mission.

Courses at Brock

A concentration in Public Administration provides knowledge in areas of both business and political science. Courses offered at Brock include:

- ECON 2P23-Managerial Economics
- FNCE 2P91-Corporate Finance I
- OBHR 3P97-Human Resource Management
- POLI 2P99-Introduction to Canadian Public Policy
- POLI 2Q98-Introduction to Canadian Public Administration
- POLI 4P50-Machinery of Government
- POLI 4P54-Business-Government Relations

How We Can Help

The BCDO provides services, resources, and events to help prepare students in their job search. We encourage you to check out our services online: goodman.brocku.ca/bcdo

You can also attend a variety of networking events and information sessions for a chance to connect with alumni and industry professionals. Check out the CareerZone Event Calendar for upcoming events!

Clubs & Associations

Both work and volunteer experience can help you gain the necessary skills to get a job in the field of information systems.

Club(s) on campus:

- Business Students' Association - www.brockbsa.com
- Students In Free Enterprise (SIFE)- http://sifebrock.ca/
- Brock University Debate Society - http://www.facebook.com/brockdebate

Associations, Volunteer Organizations, and other resources:

- Institute of Public Administration of Canada (IPAC)- http://www.ipac.ca/
- Canadian Association of Programs in Public Administration (CAPPA)- http://www.cappa.ca/
- Common Wealth Association for Public Administration & Management (CAPAM)- http://www.capam.org/

Competencies

Analytical skills	Negotiation skills	Problem solving skills	Communication skills
Technological competency	Organization & Planning	Conduct needs analysis & design	Quantitative competency
Results-oriented	Ability to improve business processes	Time management skills	Design, construct, & operate databases