

## Seeking Non-Teaching Job Positions

Some people finish student teacher or a teaching internship and say, “Whew, I survived that, but I now know I never want to be a classroom teacher. So what will I do with my degree?” Other people want very much to be in a classroom or at least to help students, but simply cannot get a job. Still others have been in a classroom and have been laid off and need a job. What are your options?

For anyone with an education degree, do not despair. Other industries love education majors because they are known as people who are hard working self-starters who are creative and always willing to learn. (And yes, you can use those characteristics right on your résumé!)

When you prepare your résumé, list skills at the top of it. Be sure you list any of the 21<sup>st</sup> Century Skills that apply to you and then show in your résumé how you have put them into practice.

- [Creativity and Innovation](#) – this page helps you understand these and then gives you job ideas
- [Critical Thinking and Problem Solving](#) – this page explains these and shows how they can be used
- [Communication and Collaboration](#) – this page gives ideas for developing these
- [Information, Media, and Technology Skills](#) – learn more about each of these
- [Life and Career Skills](#) – this page will help you use only those you can show or talk about on your résumé – flexibility, adaptability, initiative, self-direction, time-management, meeting goals, being a self-directed learner, social skills, cross-cultural skills, working on diverse teams, project management, produce results, leadership (guiding or leading others – great for teachers), being responsible

See the [Career Change Résumé](#) and the [Experienced Teacher Résumé](#) as examples. For other examples, try [Quintessential Careers](#), where you can also find samples of [Cover Letters](#).

What are some of the things you might do? There are a variety of education-related jobs both for entry-level jobs and for those with a master’s or doctorate. Many companies have training departments or at least some sort of training or education. Many more companies do a great deal of education

of their clients and need people with education backgrounds. Use your networking and craft a broadcast letter to send to everyone you have ever met to see what kinds of interesting jobs you can find. The list of ideas here is only a start to get you thinking.

Remember that if you really want to get a teaching job later, you have to show that you were using your education and you were working with children in some way during this time. That does not have to be in your full-time job; it can be volunteer work with Girl or Boy Scouts (they need people to teach badge skills), teaching in a church, doing after-school activities or tutoring, being a Big Brother or Big Sister, or even caring for your nieces and nephews on the weekends.

## Education-Related Jobs

- **Textbook sales** – go to the websites of textbook publishers; you will travel quite a bit calling on schools and setting up conferences to explain the way to use the textbooks and displaying at sites where teachers and committees gather to learn about choose textbooks
- **Textbook writing or editing** – go to the websites of textbook publishers, also go to online sites like [elance.com](http://elance.com) and [guru.com](http://guru.com) for freelance assignments to see if you like it and can do it – often you will be asked to write only a section or a chapter
- **Online teaching** – there are many courses being offered online (K-12, 9-12, and college) by a variety of entities, so investigate your state department of education and Google online schools, drive around and notice the signs on buildings, ask friends
- **Tutoring** – You can do this in your own home, at a library, or for a company like [Kumon](http://www.kumon.com) or [Sylvan Learning](http://www.sylvanlearning.com). If you opt to do it on your own, go to the schools in your area and take a résumé, have cards printed with your contact info and what you will be tutoring and take them around to meet the counselor, principal, and teachers (leave each a card). Most communities have tutoring programs so look for things like School on Wheels, Head Start, community centers that offer tutoring, churches that offer tutoring, etc. Find out about their teaching styles and expectations and offer to work closely with them when they send you a student.
- **Course design** – Usually designing instruction calls for experience or a master's degree, but is something museums need as well as schools – many colleges now offer a certificate you can earn (often online) while working.

- **Course writing** – Even if you did not design the course, often you can get a job writing parts of it or putting it into a format to go on the internet or into a platform
- **Museums** – many museums have education-oriented programming which you can write or design or implement
- **Instructional Guides** – all publishing companies do some type of instructional guides (like series of books for “dummies” or “how-to” series) – many companies need instructions written
- **Public Radio and Television Stations** – a great deal of what public radio and TV do is education
- **Nonprofit Jobs** – find your local listing of nonprofit job openings because many of these can be filled by an education major – writing how-to information, answering questions, making phone calls, supporting and guiding people, planning meetings or webinars
- **Educational Consultant** – check out faith-based educational programs and see how you can become involved – often teachers in faith-based preschools or English as a Second Language program have no education background and you can share learning strategies and support them
- **Bilingual Positions** – if you are bilingual, consider serving as a translator for a school district, hospital, not-for-profit, or business – most cities have a translators group you can become a member of and find jobs through requests to the group – also consider working elections and other civic events
- **English as a Second Language Positions** – With the influx of immigrants almost every community is answering the need to help people learn English. Look for church-based or community-based ESL programs where you can volunteer. You usually don’t need any background or training in teaching English as a new language in these programs (and you don’t need to know any other language) and they will often give you some basic training. Then take that training and apply for ESL jobs at immigrant help centers and school systems. This really broadens your horizons!
- **Trainer** – most companies have a trainer to train new employees or to train franchise owners or even to train customers – look for “trainer” in job search engines like Careerbuilder and Monster
- **State Department of Education** – If you live in the same city or a suburb of the city where your state department of education is located, look on their website for positions for which you qualify. They like to hire teachers to do research and to work with schools.

## Non-Education Related Jobs

- **Sales**
  - **Outside Sales** – this means traveling around selling items or services—you will be trained—you may or may not have a vehicle provided – you could be stocking your items in stores or you could be talking with highly skilled professionals like doctors and pharmacists
  - **Inside Sales** – this is usually sitting on the phone all day, trying to sell items or upgrades or take orders—you will need training to become highly knowledgeable about the products
- **Marketing** – this could be through social media (posting on Facebook and Twitter) or writing copy for advertising
- **Administrative** – there is no end to the variety here as every company has many administrative positions – search for “Administrative” and for “Assistant”
- **Manager Training** – for many manager-in-training positions you need a college degree and the company does not care what it is in – most stores and restaurants have these positions
- **Insurance Agent Trainee** – If you can find an insurance agent for whom you can be an administrative assistant and get training, you’ll find that what he or she does is almost all educational sales. A few insurance companies will hire you directly and train you, but it is tough to find enough clients to make a living the first few years unless you are put in a group who shares some of their profits.

See various job resources at: <http://www.quintcareers.com/job-seeker.html>

## Other Ideas

What did you do for jobs during high school, college, or summers? Is there something related that interests you and you would be qualified to do? For example, if you worked at a restaurant, could you be a manager? Or, if you were a sales associate, could you do manager training?

If you are a secondary (or middle school) teacher, what is your area of expertise? Science teachers are in high demand as sales representatives for pharmaceutical companies. Math teachers can often find jobs in accounting

firms. English teachers often go into editing for non-profits, newspapers, self-publishing book companies, and other organizations.

Can you qualify for the new job of your dreams by taking a few more courses? Sometimes a job demands a major in an area and you only have a minor, but by taking 3-6 courses, you could qualify for another area of jobs. Some companies are willing to hire you as a trainee or an intern while you take your courses. Don't make the mistake of just continuing to go to school and rack up debt because you "can't find a job"—you will regret that and you will become so overqualified nobody will hire you.

Do you want to go into another area entirely? The medical profession is bursting, so there are many colleges that have 20-month intensive programs for nurses to get their RN (Registered Nurse) degree if the person already has a Bachelor's degree. However, before being accepted, you will need to take some very heavy science and math courses. Do your research. Learn ways to fund further education using a job or part-time job, grants, and any scholarships available.