

# **Job-hunting in the academic world: An introduction into finding and applying for academic jobs in Anglo-American countries**

18<sup>th</sup> to 19<sup>th</sup> February 2013

Venue: Haus der evangelischen Kirche, Adenauerallee 37, 53115 Bonn

This seminar is designed for postgraduate scholars and researchers from all academic disciplines who are interested in finding a faculty position in an English-speaking country. The seminar will provide information on where to look for academic jobs, how to plan your search timeline and prepare what kinds of materials, how to write a CV and cover letter, and how to prepare for off-site and campus interviews.

## **Preliminary programme**

### **Monday, 18<sup>th</sup> February 2013**

- 9.00 a.m.      **Greetings and Introduction**  
*Gladys Omete (DAAD), Carrie B. Dohe, Ph.D.*
- 9.30 a.m.      **Preparing for the academic job search**  
An overview of the structure of academic careers and hiring from the institution's point of view
- 11.00 a.m.     **Coffee break**
- 11.15 a.m.     **Planning and timing your search**  
Planning your timeline for conference presentations, publications, applications and the collecting of necessary documents
- 12.30 p.m.     **Lunch break**
- 1.30 p.m.      **Preparing a c.v. for English-speaking countries**  
The differences between a German *Lebenslauf* and an English c.v., plus how to tailor your c.v. to the position for which you are applying
- 2.30 p.m.      **Preparing a resume for English-speaking countries**  
The differences between a c.v. and a resume, and between British and American English
- 3.30 p.m.      **Coffee break**

3.45 p.m.     **Writing a cover letter**  
How to tailor your cover letter to the position for which you are applying

4.45 p.m.     **Additional application materials**  
Teaching philosophies, teaching evaluations, writing samples, syllabi,  
letters of recommendation

## **Tuesday, 19<sup>th</sup> February 2013**

9.00 a.m.     **The Importance of networking**  
Some tips on networking, plus an introduction to the “elevator speech”

10.00 a.m.   **The academic job interview**  
Off-site and campus interviews

11.00 a.m.   **Coffee break**

11.15 a.m.   **Additional considerations**  
Discussion of other issues that affect the job search, such as the  
competitiveness of the job market, being a dual-career couple,  
pregnancy, and gaps in the vita

12.00 p.m.   **Feedback and Evaluation**

12.30 p.m.   **End of Seminar**

### **Lecturer:**

**Carrie B. Dohe, Ph.D.; Philipps University Marburg**

### **Head of Department and Organisation:**

#### **Dr. Gabriele Althoff**

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