



Sault Area Public Schools
A Great Place to Learn



GOVERNMENT AND PUBLIC
ADMINISTRATION

PATHWAY

ACADEMIC AND CAREER PLANNING

Pathway to Success

Government and Public Administration



career in Government and Public Administration offers the opportunity to contribute to the development and management of policies that shape communities and society. With a wide range of career paths, from public policy and urban planning to law enforcement and social services, this field blends leadership, problem-solving, and a commitment to serving the public good.

Career Options

Explore and discover potential career options in the fields related to Government and Public Administration.

Degree, Certification, and Training Options

Explore the degrees, certifications and training options that are available to help you be successful in the fields related to Government and Public Administration.

Course/CTE Options

Explore the course and program options that are available to students while still in high school to help them prepare for a career in Government and Public Administration.

Resume Builders

Explore the possible experiences that will help build a strong resume.

Career Options

Government and
Public Administration

There are several ways to start a career in Government and Public Administration. The quickest option is on-the-job training, where employees learn essential skills while working. Another pathway is earning a certification, which typically takes a few months to a year. For those seeking more education, a college degree can take 2 to 6 years to complete. Below are a few examples of options for each pathway, though this list is not exhaustive.

01 Jobs That Require On-The-Job Training

- Public Services Clerk
 - Municipal Records Clerk
 - Public Safety Dispatcher
 - Court Clerk
 - Election Worker
 - Veteran Affairs Assistant
 - Social Services Assistant
 - Recreation Specialist
 - Public Health Aide
-

02 Jobs that Require a Certification

- Certified Court Reporter
 - Certified Municipal Clerk
 - Certified Planning Technician
 - Certified Registration Administrator
 - Certified Auditor
 - Certified Conflict Resolution Specialist
 - Project Management Assistant
-

03 Jobs That Require A Degree

- City Manager
- Urban Planner
- Public Policy Analyst
- Legislative Assistant
- Public Relations Manager
- Diplomat
- Economic development Director
- County Administrator
-



ADMINISTRATION

Finding On-The-Job Training

Government and Public Administration



On-the-job training is an excellent way to start a career in Government and Public Administration, providing the opportunity to develop essential skills while working. This hands-on training is often customized to the specific role, allowing you to gain practical experience right from the start. Many employers in this field, including government agencies, public policy organizations, and local municipalities, offer on-the-job training. To find opportunities, check local job listings, explore government websites, or contact industry associations that can connect you with employers offering this type of training.

Resources

Michigan Works

Michigan Works has resources that can help locate available jobs and aide in your necessary training.

1118 East Easterday Avenue

Sault Ste. Marie, MI 49783

Phone: (906) 635-1752

Fax: (906) 635-0115

Michigan Relay Center 711

Monday through Friday: 8-5 EST

Indeed

Indeed is a great tool to search for available jobs in your area.

Government and Public Administration

Obtaining a Certificate

Certificate Programs

Mid Michigan College

[Admin Assistant Professional - Certificate](#)

Central Michigan University

[Political Advocacy & Elections - Certificate](#)

[Law Making & Political Processes - Certificate](#)

Macomb Community College

[Court Reporting - Certificate](#)

Certificate programs in Government and Public Administration offer specialized training that can be completed in a few months to a year. These programs provide valuable skills and credentials that can help advance your career in public service. You can find certificate programs at community colleges, technical schools, and online platforms. Many industry organizations also offer certification programs in areas such as public policy, government management, and public sector leadership. To explore options, check with local educational institutions, online course providers, or professional associations related to government and public administration.

Government and Public Administration Obtaining a Degree

Bachelor/Associate Degrees

Mid Michigan College

[Business Admin Assistant Professional -](#)

[Associate](#)

[Legal Admin Assistant Professional - Associate](#)

[Liberal Arts - Associate](#)

[History & Political Science - Associate](#)

Central Michigan University

[Project Management - Bachelor](#)

[Political Science - Bachelor](#)

[Public & Nonprofit Admin - Bachelor](#)

[Pre-law - Bachelor](#)

Degree programs in Government and Public Administration provide comprehensive knowledge and training, typically taking four to six years to complete. These programs cover a wide range of topics, from public policy to governmental management, and can open doors to advanced career opportunities in the public sector. You can find degree programs at universities, colleges, and specialized institutions, both on-campus and online. Many schools offer bachelor's and master's degrees in fields such as political science, public administration, and public policy. To explore options, visit university websites, consult with academic advisors, or research programs through professional organizations in government and public administration.

Courses/CTE Options

Government and Public Administration

Plan your schedule with your future goals in mind by exploring common courses, AP courses, CTE programs, and opportunities to earn college credit while still in high school.



Sault High Courses

- Honors English
- US History
- World History
- World Language



AP Courses

- AP Language
- AP US Government
- AP US History
- AP World History



CTE Programs

- Law and Public Safety



Dual/Concurrent Enrollment

- Related options can be talked about with your Counselor or visits the information page [HERE](#).

See Sault High School Full [Course Offerings](#).

Resume Builders

Job Shadow Experiences

Students who engage in job shadow experiences show proven interest in their future and dedication to their success. If you have questions about job shadowing or want help finding an opportunity contact the MTSS Coordinator.

Intern/Externships

Internships and externships provide valuable opportunities for high school students to gain real-world experience, develop new skills, and explore potential career paths. These experiences can significantly benefit students, both professionally and personally.

Leadership Positions

Holding Leadership Positions shows dedication and passion by the student. It also can be a look into the students hobbies.

Student Organizations

Joining Student Organizations shows a balance in priorities. Please see the Sault Ste Marie **Student Organizations** to find an organization to join!

Volunteer Experiences

Volunteering is a great way to get experience and explore post-secondary options.
