

Credential in Higher Education Administration

The Credential in Higher Education Administration (HEA) helps prepare UChicago graduate students and postdocs for administrative careers at colleges and universities. To obtain an administrative position, candidates need a combination of knowledge, skills, and experience. UChicagoGRAD's credential program supports candidates' development in all three areas:



UNDERSTAND AND REFLECT UPON THE LANDSCAPE OF HIGHER EDUCATION

Learn about the wide range of administrative careers • Understand the university's organization and functions • Understand the economic, social, and political forces shaping higher education



BUILD CORE ADMINISTRATIVE SKILLS

Practice principles of effective program design • Learn the basics of commonly used software programs, such as Excel or Power Point • Practice effective communication • Improve your ability to understand and assist students in distress



GAIN MEANINGFUL EXPERIENCE

Serve as an intern or student worker for a campus office • Propose an short-term independent project

Credential Requirements

Building Knowledge (Must complete 4)

- Attend "Introduction to Careers in Higher Education: History, Context, Futures"
- Attend the "Careers in Higher Education Administration: Perspectives from Alumni" panel
- Create a 20-item annotated bibliography on a particular issue in higher education administration
- Conduct an informational interview with a professional working in higher education
 - You may conduct up to 2 informational interviews, and count each one individually.

Building Skills (Must complete 4)

- Attend the "Principles of Effective Program Design" workshop
- Attend a UChicago Inclusion Workshop, such as "Hearing One Another"
- Attend Mental Health First Aid Training (offered by UChicago Student Wellness)
- Complete one of the following LinkedIn Learning courses: Excel Data Visualization, Excel PivotTables, PowerPoint Essential Training, Database Foundations, Learning Design Research, Project Management Foundations, Business Writing Principles, Organization Communication
- Attend the "Conquering Email: Effective Office Communication" workshop

Building Experience (Must complete 1)

- Complete an HEA internship on campus. Internships are posted in GRAD Gargoyle.
- In conversation with a UChicagoGRAD career advisor, propose a short-term, independent project.

To earn the credential, you must request to be added to the "Credential in Higher Education Administration" Canvas course, which can be found at canvas.uchicago.edu. You will use the Canvas course to learn more about the various assignments and track your progress toward the credential. Those who complete the requirements will receive a digital badge for their LinkedIn profile. For more information or to request to be added to the course, please email Deborah Blumenthal at deborahb@uchicago.edu