

The 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 a 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 readings list focused 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 toward your 4 Building Knowledge requirements.

Building Skills (Must complete 4)

- Attend the "Principles of Effective Program Design" workshop
- Attend a "Hearing One Another" or "Inclusion in Practice" workshop
- Attend Mental Health First Aid Training (offered by Health Promotion and Wellness)
- Complete one of the following online LinkedIn Learning courses: "Excel Data Visualization", "Excel: PivotTables in Depth", or "PowerPoint Essential Training"
- Attend the "Conquering Email: Effective Office Communication" workshop

Building Experience (Must complete 1)

- Complete an HEA internship on campus. Search for relevant postings on GRAD Gargoyle.
- In conversation with a UChicagoGRAD career advisor, propose a short-term, independent project (e.g., planning a workshop, researching a campus office and writing a report or marketing piece)

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 LinkedIn badge from UChicago's Graham School of Continuing Liberal and Professional Studies.

For more information or to request to be added to the course,
email Kathrin Kranz at kranz@uchicago.edu.