

JOBS AND INTERVIEWING

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FINDING AN ACADEMIC JOB

VIGRE Workshop on Finding an Academic Job

(<http://www.ms.washington.edu/vigre/>)

(Click on VIGRE ACTIVITIES, 2003-2004 Career Workshop)

ON THE VIGRE SITE

- Sites with Job Advertisements
- Sites with Job Hunting Advice - (read Dantzig and Sies articles)
- Online Archive for Mathematical Preprints

Landing an Academic Job – The Interview – Dantzig

- Initial Application
 - Know what professors do!
 - Make transmittal letter brief. (150-200 applications)
 - Prepare written research and teaching statements
 - Select reference writers carefully – ask first

Landing an Academic Job – Dantzig

- Before Going On Interview
 - Try to schedule your seminar early in visit
 - Ask about available audio-visual equipment
 - Ask for copy of itinerary
 - Prepare for discussion with each person on list
 - Carry slides WITH you on the airplane
 - Arrive in the evening before interview
 - Leave after 5pm on last interview day

Landing an Academic Job – Dantzig

- Dressing for the Interview
 - Look like you fit in. You want to be their colleague!
 - Don't wear clothes that draw attention.
 - Wear comfortable shoes.

Landing an Academic Job – Dantzig

- Scheduled Interviewing with Faculty
 - Your host is not your friend – don't confide in this person
 - Expect to be asked about your future research plans
 - Expect to be asked where you expect to receive funding
 - Have teaching questions ready to ask faculty not in your area.
 - Some faculty may ask inappropriate questions – family, etc.

Academic Job Interview Advice – Sies

- Scheduled Interviewing with Faculty
 - Be ready to discuss how you would teach at least 3 undergrad and 1 grad seminar
 - Be able to demonstrate your connectedness and high regard within your field to the faculty and also to the Dean
 - Be ready to sell your candidacy to the graduate students
 - Exercise good manners and display collegiality at all of the social occasions
 - **Loyce's advice: Show genuine interest in *their* research.**

Academic Job Interview Advice – Sies

- Typical Questions
 - Describe your research. What is the cutting edge in your field and how does your work extend it? What are the limitations of your work?
 - What is your teaching philosophy?
 - How would you teach xxxx? What book would you use?
 - Has your research influenced your teaching? What courses have you taught before?
 - Why do you want to join our faculty?
 - What do you think of teaching large service courses?
 - If you were organizing a seminar on topic xxxx, who should you invite?

The Seminar – Dantzig

This is the most important thing you do on the interview. *BRING A BACKUP HARD COPY in case something goes wrong.* They want to know the following:

- What problem have you worked on?
- Why would anyone work on this problem?
- What is significant about what you have done?
- How has your work made progress on the problem?
- See the VIGRE WEB (Dantzig) for structure of the seminar.

Things You Ask – Dantzig

You need to determine if this is the place you want to work.

- Ask to meet young untenured faculty.
- Ask to meet graduate students.
- Ask for a tour of the computing facilities.
- Ask the Dean where the institution is headed.
- Ask Dean how the tenure process works.
- Compare what the Dean and the Chair think makes a good faculty member.