What advice can you give women to encourage them in their careers?

By Claudine McCarthy

You mentor several younger women at your institution who are considering administrative positions or who are new to administration. They have observed that there aren’t as many women as men in high-level positions, and they know from statistics that’s true across the country. You want to give them concrete advice that can help them succeed. What would you do?

Case Study

• Invest in yourself. Go to conventions, network, and build relationships with colleagues.
• Ask lots of questions. Learn something new every day.
• Embrace a fresh perspective. Don’t place limits on yourself or your abilities. Think differently about the things you’ve been doing for a long time.
• Seek quality supervisors. When interviewing, consider whether the people would care enough about you to invest time, energy and professional development in your career.
• Find valuable mentors. Strive for two to four people you can trust and who give really good career advice.
• Diversify your experiences. Become colleagues and teammates instead of competitors with your co-workers.
• Surround yourself with the right team. Hire bright people you respect who bring skills and abilities that complement and balance out your team.
• Work hard now while planning for the future. Stay aware of the opportunities you have and the opportunities you want. Make yourself invaluable by giving your best at your current job and bringing something important to your department, while also managing your career.
• Set and communicate your career goals. Don’t be afraid to share them with the people you work with.
• Keep applying. If you don’t get hired for the job for which you apply, it doesn’t mean you can’t ever achieve that title. And apply even if you don’t have all of the job qualifications.
• Be realistic. You can have it all, but not all at the same time.

About the author

Claudine McCarthy is the Editor of Campus Athletics and the Law, where a version of this article first appeared. Learn more at http://www.collegeathleticslaw.com.

Share, follow valuable career advice

A panel offered suggestions for helping women professionals succeed at the annual convention of the College Sports Information Directors of America. Although their comments were specifically addressed to increasing the number of women leaders in college athletics, their suggestions would work for any woman seeking advancement.

Take advantage of opportunities to offer encouragement and guidance to women whenever you have the opportunity, they recommended. It can make a big difference in boosting the number of women aspiring to leadership roles, according to the panel, which included Joni Comstock, Ed.D., senior vice president of championships for the National Collegiate Athletic Association; Heather Lyke, athletics director at Eastern Michigan University; Jessica Poole, assistant media relations director at the University of Mississippi; and Carol Stiff, VP of multimedia strategy & integration at ESPN. The panel’s career advice could help you or those you mentor:

• Be willing to relocate. Career advancement might require moving to other parts of the country.
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• Ask lots of questions. Learn something new every day.
• Embrace a fresh perspective. Don’t place limits on yourself or your abilities. Think differently about the things you’ve been doing for a long time.
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What’s your challenge?

Tell us about a problem you encountered and how you addressed it. We’d love to include your story in a future issue.

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Share your ideas with colleagues by emailing us at jhope@wiley.com.