

## BUSINESS ADMINISTRATION – MANAGEMENT TRACK

### What is Management? (from

<http://www.uncwil.edu/stuaff/career/Majors/management.htm>)

“Management is the organizational process that includes strategic planning, setting objectives, managing resources, deploying the human and financial assets needed to achieve objectives, and measuring results. Management also includes recording and storing facts and information for later use or for others within the organization. Management functions are not limited to managers and supervisors. Every member of the organization has some management and reporting functions as part of their job <http://home.earthlink.net/~ddstuhman/defin1.htm>.”

### What are the career opportunities for a Business Administration – Management Track Graduate?

#### Related Career Titles (from

<http://www.uncwil.edu/stuaff/career/Majors/management.htm>)

Account Executive	Government Services Admin.	Media Planner
Bank Manager	Health Services/Hospital Admin.	Mortgage Loan Officer
Benefits Manager	Hotel Manager	Occupational Analyst
Branch Manager - any industry	Human Resource Manager	Operations Manager
Budget Officer	Industrial Relations Director	Outside Property Agent
Commodity - Industry Analyst	Information Systems Manager	Payroll Officer
Communications Officer	Insurance Agent	Personnel Manager
Compensation Manager	International Business Manager	Personnel Recruiter
Construction Supervisor	Job Analyst	Promotions Manager
Consultant	Labor Relations Manager	Provisioning Manager
Credit Analyst	Loan Officer	Public Utilities Manager
Credit and Collections Mgr.	Management Analyst	Purchasing Agent
Employment Counselor	Management Trainee	Purser
Entertainment Agent	Manufacturing Supervisor	Quality Control Auditor
Financial Analyst	Market Information Specialist	Real Estate Agent/Broker
Foreign-Exchange Trader	Market Research Analyst	Recreation Manager
Restaurant/Food Service Mgr.	Media Planner	Reports Analyst
Retail Sales Manager	Stock Broker	Training Manager

Sales Manager	Supervisor	Transportation Director
Securities Trader	Telecommunication Marketer	Travel Agent
Service Organization Manager	Telecommunications Coord.	Trust Administrator
Wholesale Sales Rep.	Traffic Manager	Voice/Data Service Operations

Learn more about management and business and financial operations occupations by going to <http://www.bls.gov/oco/oco1001.htm> and by visiting the links listed below.

**How do you get ready?** (from <http://career.utk.edu/students/majors.asp>)

- Management is a broad business degree that can lead to many career opportunities. Students should clearly define their career goals and seek related experiences to reach those goals.
- Gaining experience through part-time and summer jobs or internships is critical.
- Many desirable skills can be developed through participation in and leadership of student organizations.
- Develop and utilize a personal network of contacts. Once in a position, find a mentor.
- Consider earning an MBA after gaining work experience to reach the highest levels of business management.
- Learn to work well in a team and effectively with a wide variety of people.
- Strong communication skills, including public speaking, are important to achieving success in this field.

**Related Major Skills** (from <http://www.uncwil.edu/stuaff/career/Majors/management.htm>)

Leadership	Critical thinking
Problem solving	Numerical computation
Sound decision-making	Oral & written communication
Organizing activities	Computer literacy
Planning activities	Flexibility
Team player	Coordinating activities
Directing activities and staff	Cross-cultural skills
Interpersonal skills	Analyze and interpret data

**What about the future?** (from <http://www.allbusinessschools.com/faqs/careers-in-business-administration.php>)

“While the intense variety of business administration careers makes it somewhat difficult to predict specific growth, it is evident that the robust economy and increasing retirement of baby boomers has created rising job opportunities in almost every business administration-related field. The Bureau of Labor Statistics (BLS) predicts a 14.4 percent growth rate in the management, business and financial occupational group, the third-largest increase among their 10 main career groups. Assuming the field of business administration will continue to adapt to new business trends as it has done so well in recent years, it is essentially guaranteed that business administration careers will continue to be relevant. As long as businesses continue to operate, people with business administration backgrounds will be needed to run those businesses.” For more specific job outlook information regarding business occupations, refer to <http://www.bls.gov/oco/oco1001.htm>.

### **Available at Albright College Career Development Center’s Resource Library**

- Great Jobs for Economics Majors, by Blythe Camenson
- Career Opportunities in Banking, Finance, and Insurance, by Thomas Fitch
- Careers for Born Leaders and Other Decisive Types, by Blythe Camenson
- Careers for Financial Mavens and Other Money Movers, by Marjorie Eberts and Margaret Gisler
- Careers for Number Crunchers and Other Quantitative Types, by Rebecca Burnett
- Opportunities in Bank Careers, by Adrian A. Paradis
- Opportunities in Government Careers, by Neale Baxter
- Opportunities in Social Science Careers, by Rosanne J. Mare

### **Disclaimer**

Links to Internet sites are provided for your convenience and do not constitute an endorsement by Albright College or the Career Development Center.

Links found at <http://www.uncwil.edu/stuaff/career/Majors/management.htm>.

### **Job and Internship Search Links**

- WomenEntrepreneur.com <http://www.womenentrepreneur.com/>
- Entrepreneur.com <http://www.entrepreneur.com/hiringcenter/index.html>
- Professional Finance Job Search & Career Information <http://www.jobsinthemoney.com>
- HR Connections <http://www.hrjobs.com>

- HR Job Net <http://www.hrjobnet.com>
- HRM Jobs <http://www.hrmjobs.com>
- Jobs4HR.com <http://www.jobs4hr.com>
- CareerBank.com <http://www.careerbank.com>
- Hospitality Careers <http://www.hcareers.com>
- Media Contacts – UK – HR/Marketing/Sales [http://www.media-contacts.co.uk/index.php/mc/job\\_vacancies](http://www.media-contacts.co.uk/index.php/mc/job_vacancies)
- I Hire HR <http://ihirehr.com>
- Hospitality Jobs <http://www.hospitalityonline.com>
- Insurance Job Site <http://www.insuranceworkforce.com>
- Insurance Job Center <http://www.insurance-jobs-center.com>
- Jobs in Manufacturing <http://www.jobsinmanufacturing.com>
- Retail Jobs <http://ihireretail.com>
- Biotech and Pharmaceutical Jobs <http://www.biospace.com>
- Pharmaceutical Industry Jobs <http://www.hirerx.com>
- Real Estate Jobs <http://ihirerealestate.com>
- Real Estate Job Store <http://realestatejobstore.com>
- Careers in Retail <http://www.allretailjobs.com>
- Sales Jobs <http://www.salesjobs.com>
- Jobs in Sports <http://www.jobsinsports.com>
- Jobs in the Performing Arts Industry – Marketing/PR/Management/Hospitality <http://www.artspresenters.org/networking/JobAvailableList.cfm>
- [www.workinsports.com](http://www.workinsports.com)

### **Career Planning Links**

- All business.com <http://www.allbusiness.com>
- Health Management Careers <http://www.healthmanagementcareers.org>
- Occupational Outlook Handbook <http://www.bls.gov/oco>

### **Professional Associations Links**

- American Marketing Association <http://www.ama.org/>
- American Management Association <http://www.amanet.org>
- National Management Association <http://nma1.org/>
- National Association for Business Economics <http://www.nabe.com/>
- Students in Free Enterprise <http://www.sife.org>
- U.S. Small Business Administration <http://www.sba.gov>
- Society of Human Resource Management (SHRM) <http://www.shrm.org>
- American Society for Training and Development <http://www.astd.org>