

## BUSINESS ADMINISTRATION

**What is Business Administration?** (from <http://www.allbusinessschools.com/faqs/business-administration.php>)

“A career in business touches on information technology, leadership dynamics and increasingly on ethics and international relationships. There’s incredible room for growth in the field. When you find the right "fit," you’ll find that working your way up the ladder may be both challenging and rewarding. Plus, skills you acquire in one capacity will translate into others as your career path evolves.”

### Related Careers

Sales Management	Retail Management
Accounting	Finance
Economics	Transportation & Logistics
Human Resources	Management
Marketing	Information Technology
Hospitality Management	Health Care Administration
Operations Management	Entrepreneurship
International Business	E-commerce
Non-Profit Organizations	Government
Analyst	Project Manager
Banking	Product Development
Loan Officer	Insurance
Event Planning	Pharmaceuticals
Sports Teams and Venues	

### How do you get ready?

- General business is a broad area that leads to many opportunities. Students should clearly define their goals and seek related experiences to reach those goals.
- Gaining relevant 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.
- Get involved in professional associations in field of interest.
- 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

Analytical	Interpersonal
Oral & Written Communication Skills	Working Independently and On a Team
Empathy	Effective Listening
Conflict Resolution	Persuasion
Negotiation	Public speaking
Critical Thinking	Supervisory
Adaptability	Stress Management
Motivation/Initiative	Reading Comprehension
Analyze and Interpret Data	Develop Solutions

### What about the future?

“Employment of sales managers is projected to grow 5 percent from 2014 to 2024, about as fast as the average for all occupations. Employment growth of these managers will depend primarily on growth or contraction in the industries that employ them.... Growth is expected to be stronger for sales managers in business-to-business sales than in business-to-consumer sales, because the rise of online shopping will reduce the need for sales calls to individual consumers.”

For more specific job outlook information regarding business occupations, refer to <http://www.bls.gov/ooh/>

### 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 Experiential Learning and Career Development Center.

## **Job and Internship Search Links**

- Marketing Jobs <http://www.marketingjobs.com>
- Entrepreneur.com <http://www.entrepreneur.com/hiringcenter/index.html>
- Financial Job Network <http://www.financialjobnet.com>
- Hospitality Careers <http://www.hcareers.com>
- HR Connections <http://www.hrjobs.com>
- HR Job Net <http://www.hrjobnet.com>
- Hospitality Jobs <http://www.hospitalityonline.com>
- Insurance Job Site <http://www.insuranceworkforce.com>
- Jobs in Manufacturing <http://www.jobsinmanufacturing.com>
- Biotech and Pharmaceutical Jobs <http://www.biospace.com>
- Pharmaceutical Industry Jobs <http://www.hirerx.com>
- Advertising, Marketing & Media Jobs <http://www.talentzoo.com>
- Careers in Retail <http://www.allretailjobs.com>
- Sales Jobs <http://www.salesjobs.com>
- CareerBank.com, <http://www.careerbank.com>
- Health Care Job Store <http://www.healthcarejobstore.com>
- Work in Sports [www.workinsports.com](http://www.workinsports.com)
- Creative Jobs <http://www.creativehotlist.com/>
- Business Job Info <https://www.moneygeek.com/careers/business/>

## **Career Planning Links**

- All business.com <http://www.allbusiness.com>

## **Professional Associations Links**

- American Marketing Association <http://www.ama.org/>
- American Economic Association <http://www.aeaweb.org/>
- American Agricultural Economic Association <http://www.aaea.org/>
- American Management Association <http://www.amanet.org>
- National Management Association <http://nma1.org/>
- The American Real Estate and Urban Economics Association <http://www.areuea.org/>
- National Association for Business Economics <http://www.nabe.com/>
- Enactus <http://enactus.org/>
- U.S. Small Business Administration <http://www.sba.gov>
- Society of Human Resource Management (SHRM) <http://www.shrm.org>
- Association for Talent Development <https://www.td.org/>