

What Can I Do With a Major in Business Administration/Management?

<u>Possible Career Options</u>	<u>Transferable Skills</u>
Advertising Executive Airport Manager Bank President Business Credit/Loan Administrator Chamber of Commerce President City Manager Compensation/Benefits Administrator Consultant, Management/Organizational Consumer Credit/Loan Officer Contract Administrator Corporate Trainer Database Administrator Department Store Manager Director, Career Services Director, Food Services Director, Recreation Employment Agency Counselor Entrepreneur Facilities Manager Financial Aid Director Hospital/HMO Administrator Hotel/Motel Manager Human Resource Manager Insurance Agent/Broker IRS Investigator Job Analyst Management Accountant Manager, Administrative Services Manager Trainee Nursing Home Administrator Organizational Development Specialist Plant Manager Production Manager Production Superintendent Property Manager Public Relations Specialist Purchasing Agent Restaurant Manager Retail Manager Sales Representative Sports Agent Stadium Manager Television/Film Producer Theatrical Agent Urban Planner YMCA Director	Communicates ideas and concepts to others Reads, writes, and speaks proficiently Solves problems and makes appropriate decisions Possesses strong background in business, marketing, and human relations Organizes, plans, coordinates, and directs activities Inspires productivity and loyalty from others Responds spontaneously and works well under pressure Comprehends ethical issues Builds and leads teams aptly Possesses proficiency in interpersonal communication Operates and uses information derived from computers Possesses knowledge of small business management Understands global marketplace Understands organizational development, policy, strategy, and structure

Employment Sites

Past interns and graduates have worked at:

Allendale Sales Company
Arco
Armstrong Air, Inc.
AT & T Company
Bankers Systems Company
Buehler Foods
Designers' Choice Inc.
Fleming Foods Company
The Gerstenslager Co.
Gorman Rupp
Great Lakes Confectionery
Key Corp
Landoll, Inc.
Luk Corporation
MBNA America
Morenci High School
MTD Products
Pepsi
RCCEA
RGR Technologies
Ross Laboratories
RR Donnelly & Sons
Rubbermaid, Inc.
Signal Bank, NA
Spring Anthem Casualty Insurance
State Auditor's Office
State Farm Insurance Company
Thomas Employment Inc.
Wayne Steel Corporation
Worthington Industries
Xerox – CS Document System

Experiential Education

Completing management trainee program for service-oriented company

Reviewing application files for human resources department

Analyzing production schedules for manufacturing organization

Hiring, training, and scheduling a sales team

Projecting and ordering inventory and developing inventory control methods

Preparing reports and recommendations for improved efficiency methods

Additional Resources

Cohen, William A., (2001), *How to Make it Big as a Consultant (3rd ed.)*, AMACOM: New York, NY.

Farr, J. Michael, (1997), *American's Top Office, Management, Sales & Professional Jobs (3rd ed.)*, JIST Works Inc.: Indianapolis, IN.

Holloran, Edward, J., (1997), *Careers in International Business*, VGM Career Horizons: Chicago, IL.

Lambert, Stephen E., (1997), *Great Jobs for Business Majors*, VGM Career Horizons: Chicago, IL.

Occupational Outlook Handbook, (2002-03), US Department of Labor.

Stair, Lila B., (1998), *Careers in Business*, VGM Career Horizons: Chicago, IL.