

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

Possible Career Options

(some career options could require advanced study)

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

Transferable Skills

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.