# MANAGEMENT

## What can I do with this major?

### AREAS

**MANAGEMENT**

- Business and industry including:
  - Banks and financial institutions
  - Retail stores
  - Restaurants
  - Hotels
  - Service providers
  - Healthcare organizations
  - Local, state, and federal government
  - Nonprofit organizations
  - Self-employed

**HUMAN RESOURCE MANAGEMENT**

- Recruiting/Staffing
- Compensation
- Benefits
- Training
- Safety
- Employee Relations
- Industrial Relations
- Organizational Development
- Equal Employment Opportunity
- Employment Law
- Consulting

### EMPLOYERS

**MANAGEMENT**

- Large corporate entities
- Service industry
- Hospitals and healthcare organizations
- Universities
- Temporary or staffing agencies
- Executive search firms
- Local, state, and federal government
- Labor unions

**HUMAN RESOURCE MANAGEMENT**

- Large corporate entities
- Service industry
- Hospitals and healthcare organizations
- Universities
- Temporary or staffing agencies
- Executive search firms
- Local, state, and federal government
- Labor unions

### STRATEGIES

**MANAGEMENT**

- Be prepared to start in entry-level management trainee positions.
- Gain experience through internships or summer and part-time jobs.
- Work at a retail store or restaurant; advance into an assistant manager position.
- Get involved in student organizations and assume leadership roles.
- Demonstrate an entrepreneurial spirit, a strong work ethic, integrity, and a sense of independence.
- Take courses in a secondary specialty such as marketing or information systems to increase job opportunities.
- Learn to work well on a team.

**HUMAN RESOURCE MANAGEMENT**

- Take courses in the social sciences such as psychology and sociology.
- Gain relevant experience through internships.
- Develop strong verbal and written communication skills.
- Learn to solve problems creatively, and build strong conflict resolution skills.
- Develop strong computer skills because many human resource systems are automated.
- Join the Society of Human Resource Management and other related professional associations.
- Be prepared for continuous learning once in the profession.
- Seek endorsements such as the Professional Human Resource Certification (PHR).
- Earn a master’s degree for career advancement or a law degree for employment law.
<table>
<thead>
<tr>
<th>AREAS</th>
<th>EMPLOYERS</th>
<th>STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATIONS MANAGEMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations Research Analysis:</td>
<td>Manufacturers</td>
<td>Develop strong analytical skills and a logical approach to problem solving.</td>
</tr>
<tr>
<td>Business strategy</td>
<td>Industrial organizations</td>
<td>Take additional courses in statistics and computer systems. This is a more technical side of business.</td>
</tr>
<tr>
<td>Facilities layout</td>
<td>Service organizations</td>
<td>Develop skills in budgeting and cost management.</td>
</tr>
<tr>
<td>Inventory control</td>
<td></td>
<td>Take additional accounting and finance courses.</td>
</tr>
<tr>
<td>Personnel scheduling</td>
<td></td>
<td>Learn to manage multiple situations and problems.</td>
</tr>
<tr>
<td><strong>Production Management: Line supervision</strong></td>
<td>Manufacturers</td>
<td>Be able to communicate effectively with different types of people in various functional areas.</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>Industrial organizations</td>
<td>Earn an MBA to reach the highest levels of operations management.</td>
</tr>
<tr>
<td>Planning</td>
<td>Service organizations</td>
<td></td>
</tr>
<tr>
<td>Quality assurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Materials Management:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing/buying</td>
<td>For-profit and nonprofit organizations</td>
<td>Obtain experience through internships or summer and part-time jobs.</td>
</tr>
<tr>
<td>Traffic management</td>
<td>Product and service organizations</td>
<td>Seek leadership positions in campus organizations.</td>
</tr>
<tr>
<td>Inventory management</td>
<td>Manufacturers</td>
<td>Work for the campus newspaper, directory, or radio station selling advertisements.</td>
</tr>
<tr>
<td></td>
<td>Financial companies</td>
<td>Become highly motivated and well-organized.</td>
</tr>
<tr>
<td></td>
<td>Insurance companies</td>
<td>Develop a strong commitment to customer satisfaction.</td>
</tr>
<tr>
<td></td>
<td>Print and electronic media outlets</td>
<td>To deliver effective customer service, develop problem solving skills, self-confidence, assertiveness, and empathy.</td>
</tr>
<tr>
<td></td>
<td>Software and technology companies</td>
<td>Learn to work well under pressure and to be comfortable in a competitive environment.</td>
</tr>
<tr>
<td></td>
<td>Internet companies</td>
<td>Be prepared to work independently and to be self-motivated. Plan to work irregular and/or long hours.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Learn to communicate effectively with a wide range of people. Take additional courses in interpersonal communication and public speaking.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Develop strong persuasion skills and learn how to build relationships.</td>
</tr>
<tr>
<td><strong>SALES</strong></td>
<td></td>
<td>Some positions in sales, such as pharmaceuticals, require at least one to two years of a proven record in outside sales. Be prepared to start in a different industry before getting a job in pharmaceuticals.</td>
</tr>
<tr>
<td>Industrial Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumer Product Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Services Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-commerce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Management:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District, Regional, and Higher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## AREAS

### INSURANCE
- Claims
- Underwriting
- Risk Management
- Sales
- Loss Control

### REAL ESTATE
- Residential Brokerage
- Commercial Sales
- Appraisals
- Property Management

### BANKING
- Commercial
- Banking Retail/Consumer
- Banking Credit Analysis
- Lending
- Trust Services
- Mortgage Loans
- Branch Management
- Operations

## EMPLOYERS

- Insurance firms
- Banks
- Real estate brokers
- Banks
- Appraisal firms
- Apartment and condominium complexes
- Developers
- Large corporations: real estate departments
- Banks
- Credit unions
- Savings and loan associations
- Financial services institutions
- Federal Reserve banks

## STRATEGIES

- Complete an internship with an insurance agency.
- Talk to professionals in the industry to learn more about claims, underwriting, and risk management.
- Many entry-level positions exist in these areas.
- Initiative and sales ability are necessary to be a successful agent or broker.
- Develop strong communication skills as many positions require interaction with others and the ability to explain information clearly and concisely.

- Obtain sales experience through part-time, summer, or internship positions.
- Research the process of becoming a real estate broker through the National Association of Realtors.
- Develop an entrepreneurial spirit.
- Research apprenticeships in appraisal.

- Develop a solid background in business including marketing and accounting.
- Get experience through part-time, summer, or internship positions in a bank.
- Develop strong interpersonal and communication skills in order to work well with a diverse clientele.
GENERAL INFORMATION

- 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.
- Learn to work well on a team and effectively with a wide variety of people.
- Strong communication skills, including public speaking, are important to achieving success in this field.
- Join related professional organizations and pursue certifications in your respective area of interest.
- Develop and utilize a personal network of contacts. Once in a position, find an experienced mentor.
- Consider earning an MBA after gaining work experience to reach the highest levels of business management.
PROFESSIONAL ASSOCIATIONS
- American Management Association
- National Management Association
- American Marketing Association
- Society for Human Resource Management
- Council of Supply Chain Management Professionals
- Association for Financial Professionals
- National Association of Professional Insurance Agents
- National Association of Realtors
- American Association for Advertising Agencies
- Manufacturers’ Agents National Association

OCCUPATIONAL OUTLOOK INFORMATION
- Advertising, Marketing, Promotions, Public Relations and Sales Managers
- Construction Managers
- Financial Managers
- Food Service Managers
- Human Resources, Training, and Labor Relations Managers
- Industrial Production Managers
- Purchasing Managers, Buyers, and Purchasing Agents
- Administrative Services Managers
- Office and Administrative Support Worker Managers
- Property, Real Estate and Community Association Managers
- Management Analysts
- Top Executives
- Loan Officers
Real Estate Brokers and Sales Agents
Securities, Commodities, and Financial Services Sales Agents
Insurance Underwriters
Banking Industry Guide
Securities, Commodities and Other Investments Industry Guide
Insurance Industry Guide
Consulting Services Industry Guide

MISCELLANEOUS CAREER INFORMATION
Business and Finance Careers
Business Jobs in the Federal Government
Small Business Association
Health Management Careers

JOB POSTINGS
Top USA Jobs

* = Recommended Sites