

general studies



OCCUPATIONAL TITLES

- Staff member for politician
- Administrative Aide
- Human Resource Manager
- Credit and Collections Personnel
- Paralegal (additional training)
- Marketing Research Analyst
- Teaching (additional training)
- Urban and Regional Planners
- Management
- Social Service Administrator
- Population & Demographic Analyst
- Buyer
- Insurance Agent
- Parole Agent
- Realtor
- Public Administrator
- Salesperson
- Account Representative
- News Reporter
- Playwright
- Magazine Editor
- Attorney (after law school)
- Television Producer
- Interior Designer
- Consultant
- Communication Skills Trainer
- Public Relations Specialist
- Law Clerk
- Entrepreneur

EMPLOYMENT SETTINGS

- Federal Agencies
- Smithsonian
- National Archives
- Library of Congress
- Intelligence Services
- Forest Services
- Public Interest Advocacy Group
- Banks/financial Institutions
- Public and Private Schools
- Political Campaigns
- Wholesalers
- Retailers
- Politics
- Manufacturers
- Journalism
- Government agencies
- Nonprofit Organizations
- Health and social service organizations
- Retailing:
- Marketing research firms
- Local Departments of Health
- Specialty
- Research institutes
- Department Stores
- Health services organizations
- Telecommunication
- Community welfare org.
- Public utilities
- Insurance
- National. political party headquarters

SKILLS & ABILITIES

- Foreign language
- Computer skills
- Creativity
- Leadership
- Logical
- Decision making
- Good listening skills
- Risk-taker
- Team building
- Problem solving
- Assertive
- Public speaking
- Tactful
- Reliability
- Resourcefulness
- Objectivity
- Open-mindedness
- Dependable
- Confident
- Manage or direct others
- Detail-oriented
- Negotiation
- Collaboration
- Persuasion
- Analytical ability
- Interpersonal skills
- Organization
- Enthusiasm
- Flexible
- Systematic work habits
- Hard-working
- Written communication skills

TYPICAL WORK ACTIVITIES

- Reading and digesting publications and journals
- Handing out surveys and coordinating the assimilation of data
- Proofreading papers
- Collecting and analyzing data
- Writing reports, articles or books
- Problem solving and troubleshooting
- Planning and organizing events
- Prioritizing tasks so as to make efficient use of time and resources

RESOURCES & INTERNET SITES

(Refer to other "What Can I Do With A Degree In..." handouts for specific areas or concentrations.)