

# what can I do with a degree in... management



## OCCUPATIONAL TITLES

- Retail Store Manager
- Personnel Manager
- Human Resources Administrator
- Personnel Recruiter
- Personnel Specialist
- Employee Training Instructor
- Job Analyst
- Quality Control Coordinator
- Credit and Collections Manager
- Compensation & Benefits Administrator
- Labor Relations Specialist
- Employee Benefits Analyst
- Small Business Owner
- Job Development Specialist
- Management Consultant
- Personnel Administrator
- Employment Interviewer
- Entrepreneur
- Operations Manager
- Account Executive
- Branch Manager
- Equal Employment Opportunity Representative
- Management Trainee
- Manufacturing Supervisor
- Industrial Relations Director
- Hotel Manager
- Credit Analyst

## EMPLOYMENT SETTINGS

- Retail stores
- Human Resources Department
- Banks & financial institutions
- Consulting firms
- Restaurants and food service
- Manufacturing companies
- Hospitality industry
- Telecommunication firms
- Health services
- Computer industries
- Wholesalers
- Hospital administration
- Public utilities
- Insurance companies

## TYPICAL WORK ACTIVITIES

- Problem solving and trouble shooting
- Working independently and as a team member
- Tolerating ambiguity and change
- Planning and organizing events
- Delegating authority to others
- Supervising and managing the work of others
- Prioritizing tasks to make efficient use of time and resources

## SKILLS & ABILITIES

- Communicating (oral and written)
- Team work
- Team Building
- Managing
- Planning
- Prioritizing
- Interviewing
- Establishing goals
- Delegating
- Recruiting
- Organizing
- Visionary thinking
- Leading
- Motivating
- Decision making
- Negotiating
- Conceptualizing
- Training
- Analyzing
- Implementing
- Supervising
- Problem solving

## RESOURCES AND INTERNET SITES

- American Management Association: [www.amanet.org](http://www.amanet.org)
- American Society of Association Executives: [www.asaenet.org](http://www.asaenet.org)
- Indiana Society of Association Executives: [www.isae.org](http://www.isae.org)
- Association for Corporate Growth: [www.acg.org](http://www.acg.org)
- The Association for Work Process Improvement: [www.tawpi.org](http://www.tawpi.org)
- Careers in Business: [www.careers-in-business.com](http://www.careers-in-business.com)
- Management Occupations: [www.acinet.org/acinet/library.htm?category=3.2.15](http://www.acinet.org/acinet/library.htm?category=3.2.15)
- Business Resources on the Web: [www.lib.auburn.edu/socsci/docs/business.html](http://www.lib.auburn.edu/socsci/docs/business.html)
- Project Management Jobs: [www.pmi.org/careerhq/index.htm](http://www.pmi.org/careerhq/index.htm)
- MBA Job Search: [www.iusb.edu/-gradbus/jobsearch.htm](http://www.iusb.edu/-gradbus/jobsearch.htm)
- MBA Depot: [www.mbadepot.com](http://www.mbadepot.com)
- MBA Jobs: [www.mbajobs.net](http://www.mbajobs.net)