

# CAREER OPPORTUNITIES FOR BUSINESS MAJORS

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If there is one question that career counselors and faculty advisors are asked more often than all others by students seeking assistance with career planning, it is this: *"What can I do with this major?"* An undergraduate student in the liberal arts and sciences is actually developing a broad array of skills that might be applied to any number of careers, rather than developing an in-depth expertise in just one area. Therefore, a better question to pose might be: *"What skills am I developing in my major, and how might I explore careers that would require these skills?"*

Business is a broad area, and there are many opportunities and careers in this field ranging from accountants, to web designers, to hotel or resort managers. Business is one of the fastest growing and challenging career fields, and business professionals can expect growing status, and increased financial and personal rewards. People working in the business field are expected to use their skills in order to produce significant and measurable results for their company.

## SKILLS/ABILITIES

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- ❖ Oral and written communication skills
- ❖ Awareness of ethical issues
- ❖ Leadership skills
- ❖ Critical thinking and decision making skills
- ❖ Organizational skills
- ❖ Appreciation for diversity
- ❖ Team building skills
- ❖ Technological skills
- ❖ Flexible/adaptable
- ❖ Possess time management skills
- ❖ Management skills
- ❖ Able to handle stress (stress management)
- ❖ Good work ethic
- ❖ Self-discipline
- ❖ Responsible
- ❖ Possess Computer skills
- ❖ Analytical and mathematical skills
- ❖ Great listening skills
- ❖ Persuasion skills
- ❖ Able to initiate/generate new ideas
- ❖ Accountable



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# OCCUPATIONAL OPPORTUNITIES FOR BUSINESS MAJORS

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*The following list is only a sampling of the possible careers for Business Majors.*

## **Finance:**

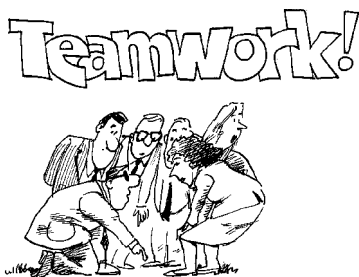
- ❖ Bank Branch Manager
- ❖ Operations Manager
- ❖ Personal/Commercial Lending Officer
- ❖ Real Estate Lending Officer
- ❖ Credit Analyst
- ❖ Correspondent Banking Officer
- ❖ International Banking Officer
- ❖ Trust Account Administrator
- ❖ Trust Investment Officer
- ❖ Bank President/VP
- ❖ Treasurer
- ❖ Loan Officer
- ❖ Financial Service Officer
- ❖ Bank Teller
- ❖ Bank Examiner
- ❖ Account Executive
- ❖ Sales Broker
- ❖ Financial Planner
- ❖ Underwriter
- ❖ Mergers & Acquisitions Specialist
- ❖ Market Trader/Specialist
- ❖ Reserve Officers
- ❖ Chief Financial Officer
- ❖ Budget Analyst
- ❖ Accountant

## **Management:**

- ❖ Office Systems Manager
- ❖ Personnel Manager
- ❖ Quality Control Manager
- ❖ Marketing Manager
- ❖ Operations Manager
- ❖ Sales Manager
- ❖ Customer Service Manager
- ❖ Retail Manager
- ❖ Department Manager
- ❖ Business Manager
- ❖ Hotel/Resort Manager
- ❖ Restaurant Manager
- ❖ Executive Director
- ❖ Billing Supervisor
- ❖ Director of Services
- ❖ Fundraising Director

## **Human Resources:**

- ❖ HR Interviewing Specialist
  - ❖ Director of Labor Relations
  - ❖ HR Placement Specialist
  - ❖ Training & Development Director
  - ❖ Employment Recruiter
  - ❖ VP of Human Resources
  - ❖ Salary Administrator
  - ❖ Director of Human Resource I.S.
  - ❖ Safety Director
  - ❖ Arbitrator
  - ❖ Benefits Director
  - ❖ Employee Counselor
  - ❖ Director of Employee Relations
  - ❖ Director of Personnel Research



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# OCCUPATIONAL OPPORTUNITIES FOR BUSINESS MAJORS

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*The following list is only a sampling of the possible careers for Business Majors.*

## **Marketing:**

- ❖ VP of Marketing
- ❖ Marketing Associate
- ❖ Field Market Research Interviewer
- ❖ Public Relations Manager
- ❖ Marketing Assistant
- ❖ Promotions Assistant
- ❖ Data Validation Analyst
- ❖ Product Marketing and Operations Assistant
- ❖ Sales Proposal Coordinator
- ❖ Sales Representative
- ❖ Director of Public Relations
- ❖ Marketing Coordinator
- ❖ Marketing Specialist
- ❖ Marketing Services Director
- ❖ Sales Consultant

## **International:**

- ❖ International Accountant
- ❖ International Financial Accountant
- ❖ International Trader
- ❖ International Investing
- ❖ International Commercial and Investment banker
- ❖ International Marketer
- ❖ International Manager
- ❖ International Sales Manager
- ❖ International Finance Specialist
- ❖ International Consultant
- ❖ International News Media Broadcaster
- ❖ International Aerospace Engineer
- ❖ International Retailer
- ❖ International Miner
- ❖ International Manufacturing Product Lines Specialist

## **MIS:**

- ❖ Desktop Technician
- ❖ Applications Programmer/Analyst
- ❖ Systems Test Engineer
- ❖ Computer Programmer/Developer
- ❖ MIS Support
- ❖ Computer MIS Administrator
- ❖ MIS Technician
- ❖ Web Developer
- ❖ MIS Coordinator
- ❖ Systems Analyst
- ❖ Operations Manager
- ❖ Product Development Manager
- ❖ Project Leader/Project Manager
- ❖ Systems Manager
- ❖ Buyer- Technical Acquisitions Specialist
- ❖ Hardware/Software Marketer
- ❖ Hardware/Software Salesperson
- ❖ Technical Advisor
- ❖ Production Management Analyst
- ❖ Server Administrator
- ❖ Technical Training Coordinator
- ❖ Web Programmer
- ❖ Web Designer
- ❖ Technology Human Resources



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# Suggestions to Enhance

## Your Skills

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- ❖ Take courses to develop computer skills
- ❖ Get involved in organizations that allow you to take on leadership positions and also help to develop skills such as organizational skills, time management, and responsibility
- ❖ Get involved in professional organizations such as the Institute of Management Accountants, Economics Society, Business Communications Club, Business Association, and the Accounting Society
- ❖ Work as the Promotions/Public Relations Director for WRFW Radio Station
- ❖ Develop management experience by working as the Business Manager or the General Manager for The Voice
- ❖ Obtain leadership and communication experience by working as a Career Peer Advisor, Campus Tour Guide, Orientation Leader, or Resident Assistant
- ❖ Work part-time at a business corporation
- ❖ Business is a broad field. Narrow your focus and decide what area of business you want to work in
- ❖ Get experience - start getting internships/part-time work your Freshmen year
- ❖ Improve your writing skills by working for the Student Voice, or creating flyers/handouts for different organizations
- ❖ Learn marketing and computer skills by creating posters/flyers/marketing materials for on-campus events and organizations
- ❖ Learn to work with and appreciate people who are different than you. Join diversity groups on campus, through the Leadership Center and through Multicultural Services at the Academic Success Center.



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# RESEARCHING YOUR CAREER IDEAS

*How do you find out what's out there?*

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*Researching careers is a time-consuming, but necessary process. Waiting until graduation to start thinking about your career plans is as foolish as studying after you've taken your final exams.*

## 1. Written and On-line Resources:

- ❖ Visit Career & Counseling Services' Career Resource Center (located on the ground floor of East Hathorn Hall)
- ❖ Visit the Chalmer Davee Library
- ❖ Browse the Internet, such as Career & Counseling Services' Web Page ([www.uwrf.edu/ccs](http://www.uwrf.edu/ccs))



## 2. People Resources:

- ❖ Talk with Faculty and Alumni
- ❖ Join Professional Organizations
- ❖ Conduct Occupational Interviews
- ❖ Use Career & Counseling Services' "*Career Information Network*"
- ❖ Consult Employer Directories and the Yellow Pages

## 3. Obtain Direct Experience:

- ❖ Job Shadowing
- ❖ Volunteer or part-time work
- ❖ **Internships are essential!** Talk with your departmental faculty coordinator for internship information.

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# **CAREER RESOURCES FOR BUSINESS MAJORS**

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*Career & Counseling Services' Career Resource Center is open every day from 8:00 AM to 4:30 PM; we are also open until 7:00 PM Thursday evenings. The following books may be of particular interest to students majoring in Business:*

- ❖ Job Opportunities for Business Majors
- ❖ Directory of University Resources for Business and Industry
- ❖ Business and Finance Career Directory
- ❖ Marketing and Sales Career Directory
- ❖ Careers in Marketing
- ❖ Selling for Dummies
- ❖ Great Jobs for Business Majors
- ❖ Robert Half's Success Guide for Accountants
- ❖ Career Choices for the 90's MBA
- ❖ Career Choices for the 90's Business
- ❖ Career Choices for the 90's Economics
- ❖ Opportunities in Banking Careers
- ❖ Opportunities in Customer Service Careers
- ❖ Opportunities in Office Occupations
- ❖ Opportunities in Marketing Careers
- ❖ Opportunities in Accounting Careers
- ❖ Opportunities in Sales
- ❖ Opportunities in Human Resource Management Careers
- ❖ Opportunities in Finance
- ❖ Opportunities in Business Communication Careers
- ❖ Opportunities in International Business Careers
- ❖ Opportunities in Your Own Service Business
- ❖ Opportunities in the Field of Accounting - Like it is
- ❖ Breaking into the Trade Game
- ❖ The Work at Home Source Book
- ❖ Self-Employment – From Dream to Reality
- ❖ 80+ Great Ideas for Making Money at Home
- ❖ The Ultimate Home and Office Survival Guide
- ❖ Home Business 101
- ❖ The Complete Guide to Consulting Success



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