

What Can I Do With a Major in...

# Business Administration?

This degree is designed for students who wish to follow a broad curriculum with an interest in the complexities of the world of business. Among the most flexible majors, the skills learned from a business administration curriculum can be teamed with interests, passions, experiences or locale. The program allows students to select from a number of professional options, including: finance, international business, management, marketing, human resource management, public relations, communications, accounting, health administration and sports management. The program also prepares students for graduate school.

## Skills/Competencies Associated with Business Administration Majors:

- Strong communication skills
- Ability to work well with people and data
- Strong leadership skills
- Works well with technology
- Ability to inspire productivity and loyal
- Adaptable and flexible
- Professional, honest and trustworthy

## Related Occupations:

Account Executive	Department Store Manager	Operations Manager
Administrative Aide	Director of Career Services	Politician
Advertising Executive	Entertainment Agent	Production Superintendent
Airport Manager	Foreign-Exchange Trader	Promotions Manager
Bank Manager	Gov't Services Administrator	Public Relations Manager
Benefits Manager	Hospital Administrator	Purchasing Agent
Branch Manager-Any Industry	Hotel/Motel Manager	Quality Control Auditor
Budget Officer	Human Resources Manager	Real Estate Agent/Broker
Chief Executive Officer	Industrial Relations Director	Recreation Manager
City Manager	Information Systems Manager	Reports Analyst
Commodity – Industry Analyst	Insurance Agent	Restaurant/Food Manager
Communications Officer	International Business Manager	Retail Sales Manager
Compensation Manager	Investment Banker	Sales Manager
Computer Operations Supervisor	Job Analyst	Securities Trader
Comptroller	Labor Relations Manager	Service Manager
Construction Supervisor	Logistics Specialist	Service Organization Manager
Consultant	Management Analyst	Stock Broker
Convention Manager	Management Trainee	System Coordinator
County Prosecutor	Manufacturing Supervisor	Traffic Manager
Credit Analyst	Market Information Specialist	Training Manager
Credit and Collections Manager	Market Research Analyst	Transportation Director
Data Base Manager	Media Planner	Urban Planner
	Occupational Analyst	Wholesale Sales Representative

\*This is only a partial list and not meant to limit you. Come to Career Services to explore your options further.

### **Strategies:**

- Obtain internship(s) in field of interest
- Participate in a management or leadership training program
- Work part time in a business setting
- Assist in the planning of a civil/social event
- Enhance communication and computer skills
- Expand networking contacts

### **Resources:**

College Central Network  
[www.collegecentral.com/gmc](http://www.collegecentral.com/gmc)

American Management Association  
[www.amanet.org/](http://www.amanet.org/)

American Business Women's Association  
[www.abwa.org](http://www.abwa.org)

O\*NET OnLine  
<http://online.onetcenter.org>

Executive and Management Job List  
[www.nationjob.com/management](http://www.nationjob.com/management)

Marketing/Management Jobs  
[www.marketingjobs.com](http://www.marketingjobs.com)

American Advertising Federation  
[www.aaf.org](http://www.aaf.org)

American Marketing Association  
[www.marketingpower.com](http://www.marketingpower.com)

Occupational Outlook Handbook  
[www.bls.gov/oco](http://www.bls.gov/oco)

Black Business Association  
[www.bbala.org](http://www.bbala.org)

America's Small Business Development Center Network  
[www.asbdc-us.org/](http://www.asbdc-us.org/)

Business Job Finder  
[www.careers-in-business.com](http://www.careers-in-business.com)

Small Business Administration  
[www.sba.gov](http://www.sba.gov)

Public Relations Society of America  
[www.prsa.org](http://www.prsa.org)

Society for Human Resources Mgt.  
[www.shrm.org](http://www.shrm.org)

National Management Association  
<http://nma1.org/>

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**Gwynedd-Mercy College**  
**Career Services**  
215-646-7300, ext: 230  
[careerservices@gmc.edu](mailto:careerservices@gmc.edu)  
[www.gmc.edu/students/careerservices](http://www.gmc.edu/students/careerservices)