

What Can I Do With a Major in...

Business Administration?

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.

Skills/Competencies Associated with Business Administration Majors:

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

Related Occupations:

Account Executive	Director of Career Services	Operations Manager
Administrative Aide	Entertainment Agent	Politician
Advertising Executive	Foreign-Exchange Trader	Production Superintendent
Airport Manager	Government Services Administrator	Promotions Manager
Bank Manager	Health Services/Hospital Administrator	Public Utilities Manager
Benefits Manager	Hotel/Motel Manager	Purchasing Agent
Branch Manager-Any Industry	Human Resources Manager	Quality Control Auditor
Budget Officer	Industrial Relations Director	Real Estate Agent/Broker
Chief Executive Officer	Information Systems Manager	Recreation Manager
City Manager	Insurance Agent	Reports Analyst
Commodity – Industry Analyst	International Business Manager	Restaurant/Food Manager
Communications Officer	Investment Banker	Retail Sales Manager
Compensation Manager	Job Analyst	Sales Manager
Computer Operations Supervisor	Labor Relations Manager	Securities Trader
Comptroller	Logistics Specialist	Service Manager
Construction Supervisor	Management Analyst	Service Organization Manager
Consultant	Management Trainee	Stock Broker
Convention Manager	Manufacturing Supervisor	System Coordinator
County Prosecutor	Market Information Specialist	Traffic Manager
Credit Analyst	Market Research Analyst	Training Manager
Credit and Collections Manager	Media Planner	Transportation Director
Data Base Manager	Occupational Analyst	Urban Planner
Department Store Manager		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 for Business Administration Majors:

College Central Network
www.collegecentral.com/gmc

American Management Association
<http://www.amanet.org/index.htm>

American Business Women's Association
<http://www.abwahq.org>

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

Executive and Management Job List
<http://www.nationjob.com/management>

Marketing/Management Jobs
<http://www.marketingjobs.com>

American Advertising Federation
www.aaf.org

American Marketing Association
www.marketingpower.com

Occupational Outlook Handbook
www.bls.gov/oco

Black Business Association
<http://www.bbala.org>

American Small Business Association
<http://www.asbaonline.org>

Business Job Finder
www.careers-in-business.com

Small Business Administration
www.sbaonline.sba.gov

Public Relations Society of America
www.prsa.org

Society for Human Resources Mgt.
www.shrm.org

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

Gwynedd-Mercy College
Career Services
215-646-7300, ext: 230
careerservices@gmc.edu
www.gmc.edu/students/careerservices