Management careers are found in all varieties of industries. The work of a business manager involves planning, directing, and coordinating the activities of a company. Managers oversee the work of others by building cooperation and performance among workers. Their work may involve analyzing problems, making decisions, delegating assignments, training and supervising staff, budgeting and coordinating activities. Managers can be employed in various sectors (government, the not-for-profit sector, education, or private industry). Within any large organization, managers with direct authority for a functional area (sales, finance, accounting) have line management positions. People employed in activities that support these functions (human resources) hold staff management positions. Management trainee positions are typically available in the manufacturing, retail, hotel/restaurant, banking, and insurance industries. A training program may last six to twelve months, allowing trainees exposure to the various functional areas within a company. Many people enter management positions with a bachelor's degree. However, a master's in business administration is essential in some areas for advancement. Many careers do not require a specific major but rather a wide range of demonstrated skills and accomplishments. Regardless of your career choices, increase your marketability through internships, responsible work experience, good grades, and involvement in college activities.

What Can I Do With a Major in…?
Business Administration — Management

OVERVIEW

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RELATED CAREERS

Account Executive
Advertising Sales/Management
Agricultural Manager
Audit Manager
Bank Manager
Bankruptcy Specialist
Barista
Benefits Administrator
Branch Manager
Call Center Manager
City Manager
Claims Adjustor
Claims Representative
Commodities Broker
Compensation Administrator
Compliance Officer
Consultant
Consumer Credit Counselor
Consumer Lending Officer
Construction Manager
Contract Administrator
Convention Manager
Corporate Trainer
Customer Service Representative
Customs Broker
Credit Manager/Loan Officer
Customer Service Manager
Design Manager
Distribution Manager
Energy Auditor
Energy Broker
Entrepreneur
Estimator
Events Manager/Planner
Facilities Planner
Financial Analyst
Financial Researcher
Food/Beverage Manager
Foreign Trade Consultant
Fraud Examiners/Investigator
Fundraiser/Development Officer
Healthcare/Hospital Administrator
Hotel/Motel/Hospitality Manager
Human Resources Generalist
Human Resources Manager
Human Resources Specialist
Import Agent
Industrial Manager
Industrial Relations Manager
Information Systems Manager
Insurance Agent/Broker
Intelligence Analyst
International Trade Specialist
Inventory Control Specialist
Investment Underwriter
IRS Revenue Officer
Job Analyst
Labor Relation Specialist
Logistics Manager
Loss Prevention Manager/Specialist
Management Trainee
Media Sales/Account Manager
Management Trainee
Market Research Analyst
Materials Control
Media Planner
Membership Advisor
Merchandise Manager
Mortgage Broker
Network and Systems Trainer
Non-profit Administrator
Nursing Home Administrator
Online Merchant
Operations Engineer
Operations Manager
Pharmaceutical Sales
Production Controller
Property Manager
Public Administrator
Public Relations Manager
Procurement Specialist
Program Coordinator
Project Manager
Purchasing Agent
Quality Control Manager
Realtor
Resettlement Coordinator
Retail Buyer
Retail Manager
Risk Management Specialist
Sales Manager
Securities Broker
Service Manager
Supply Chain Manager
Spa Manager
Systems Consultant
Telecommunications Manager
Telemarketer
Training Specialist
Transportation Manager
Transportation Manager
Urban Manager/Planner
Warehousing Manager
MAJOR SKILLS

- Knowledge of Business Systems
- Big-picture knowledge of operations
- Communication skills
- Human resources skills
- Problem solving
- Statistical analysis
- Experience in decision science and decision making systems
- Strategic and tactical planning

RELATED WEB SITES

Job Listings:
TU Job Postings  www.myinterfase.com/trinity/student
MonsterTRAK  www.monstertrak.com

PROFESSIONAL ORGANIZATIONS

Executive and Management Jobs Page  www.nationjob.com/management/
Management Job Network  www.managementjobnetwork.com/
HRWorld  www.hrworld.com/
Directory of HR and Benefits Associations  www.monsterhr.com/
American Management Association  www.amanet.org/index.htm
Society for Human Resources Management  www.shrm.org/
International Association for Human Resource Information Management  www.ihrim.org/
International Association of Career Management Professionals  www.iacmp.org/

Career Services Office — Trinity University
One Trinity Place — San Antonio, TX  78212
210.999.8321
www.trinity.edu/career  careerservices@trinity.edu