What Can I Do With A Major In Business Administration?

Business is a major worth choosing if you are interested in acquiring the theoretical knowledge and practical skills required to play a leadership role in the corporate world. Business leaders are critical as part of small local firms as well as within global and multinational organizations. They create and implement management strategy, manage human resources, analyze and make decisions that impact the social and economic environment within public and private organizations, shape organizational policy, and help ensure that organizational goals are being met.

Possible Career Options
(Some may require further education/specialization)

- Administrative Services Manager
- Advertising Executive
- Bank President
- Business Credit/Loan Administrator
- Career Services Director
- Chamber of Commerce President
- City Manager
- Compensation/Benefits Administrator
- Consultant, Management/Organizational
- Consumer Credit/Loan Officer
- Contract Administrator
- Controller
- Corporate Trainer
- Database Administrator
- Department Store Manager
- Employment Agency Counselor
- Entrepreneur
- Financial Advisor
- Financial Aid Director
- Hospital/HMO Administrator
- Hotel Manager
- Human Resource Manager
- Insurance Agent/Broker
- Job Analyst
- Management Accountant
- Manager Trainee
- Mortgage Banker
- Nursing Home Administrator
- Organizational Development Specialist
- Production Manager
- Property Manager
- Public Relations Specialist
- Purchasing Agent
- Realtor
- Recreation Director
- Recruiting Specialist
- Restaurant Manager
- Sales Representative
- Sports Agent
- Stadium Manager
- Television/Film Producer
- Theatrical Agent
- Urban Planner
- YMCA Director

Types of Employers

Private & Non-Profit Organizations
- Banks
- Brokerage Houses
- Colleges/Universities
- Construction Firms
- Consulting Firms
- Credit Unions
- Engineering Firms
- Finance Companies
- Food Manufacturers
- High Technology Firms
- Hospitals
- Insurance Companies
- Pharmaceutical Companies
- Transportation Companies
- Wholesale/Retail Operations

Government Agencies
- Army Finance and Accounting Center
- Commodity Futures Trading Commission
- Export - Import Bank of the US
- Federal Deposit Insurance Corporation
- Federal Retirement Thrift Investment Board
- Federal Trade Commission
- Financial Management Service
- Health Care Financing Administration
- Internal Revenue Service
- International Trade Administration
- National Credit Union Administration
- Office of the Comptroller of the Currency
- Securities and Exchange Commission
- Small Business Administration

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Experiential Education

Completing management trainee program for service-oriented company
Reviewing application files for a human resources department
Analyzing production schedule for a manufacturing organization
Hiring, training and scheduling a sales team
Projecting and ordering inventory and developing inventory control methods
Preparing reports and recommendations for improved efficiency methods

Transferable Skills

Communicates ideas and concepts to others
Reads, writes and speaks proficiently
Solves problems and makes appropriate decisions
Possesses strong background in business, marketing and human relations
Organizes, plans and coordinates and directs activities
Inspires productivity and loyalty from others
Responds spontaneously and works well under pressure
Comprehends ethical issues
Builds and leads teams aptly
Possesses proficiency in interpersonal communication
Operates and uses information derived from computers
Possesses knowledge of small business management
Understands global marketplace
Understands organizational development, policy, strategy and structure

Enhancing Your Employability

Join student organizations to develop leadership skills
Participate in internships and field experience placements
Become active in alumni and/or mentor networks
Develop advanced computer skills as well as mathematical and problem solving abilities
Take part in mock interview opportunities

Professional Associations

American Management Association, amanet.org
American Marketing Association, marketingpower.com
Association for Financial Professionals, afponline.org
The Association for Operations Management, apics.org
Association of Small Business Development Centers, asbdc-us.org
National Association of Purchasing Management, napm.org
SCORE “Counselors to America’s Small Business,” score.org
Society for Human Resource Management, shrm.org

Source: University of Delaware, Ashland University, Rutgers