

# Linking Majors to Careers

## BUSINESS ADMINISTRATION

# Business Administration

The field of business administration involves the coordination, implementation, promotion, and directing of the activities of individuals, organizations and systems. Effective techniques of business management constitute the backbone of strong economic, political and social systems. Study in this major teaches students needed skills in methods of operation, sales and marketing, finance, budget and property maintenance as well as people-related skills of interpersonal communication, delegation, policy and personnel.

The term "business" encompasses a vast array of endeavors and settings. It can involve activities in such diverse areas as distribution of a manufactured product to negotiating a labor contract. After receiving broad exposure to the tenets of business, most business graduates find a specific industry or career field in which to specialize. Employers can be in the private or public sector - from small companies to multinational corporations or one can start a new business and be self-employed.

**SKILLS:** The person who majors in **Business Administration** at Regis University has the opportunity to learn a variety of essential **skills** such as:

- communicating
- organizing
- promoting
- assessing
- adapting
- teamwork
- translating technical to familiar
- negotiating
- problem solving
- writing
- decision-making
- detail work
- develop programs
- comprehending complexity
- performance under pressure
- flexibility
- predicting outcomes
- making presentations
- coordinating
- creating
- designing
- planning
- conceptualizing
- quantitative skills
- clarity
- analytical thinking

### **SUGGESTIONS FOR SUCCESSFUL ENTRY INTO A CAREER IN BUSINESS:**

1. An essential skill is the ability to communicate clearly. Take courses in English, writing and speech.
2. Become familiar with the larger context affecting profits: global influences, new technologies, political events and social trends. This knowledge is gained through taking related courses, relevant reading and library research of journals and computer news banks.
3. Participate in an internship to investigate career fields, gain new skills and develop employer relationships for future job leads.
4. Become adept in the use of technologies such as computers and telecommunications, so that you can quickly grasp the concepts and master the skills needed to do your daily work.
5. Attend national or local training programs recommended by your professors.
6. Participate in local and campus professional groups, such as the Business Club. Ask your advisor for recommendations of organizations.
7. If you are going to specialize in finance, consider pursuit of an MBA (Master's in Business Administration) as a long-term goal, as this graduate degree is necessary to deal with the complexities of the finance field.
8. If it fits your skills and values, consider sales as an entry-level option which leads to a long-range career goal in another part of the marketing arena. Sales are probably the most accessible career for liberal arts graduates.
9. Participate in the Alumni Mentoring Program (in Career Services) to explore occupations within this field.



Learners Becoming Leaders

## Career Services

*"Your Connection to the Future"*

<http://www.regis.edu/careerservices>

**RELATED JOBS:** A business administration degree is applicable in virtually every career field such as banking, services, manufacturing and processing firms or non-profit agencies. An advanced degree is often necessary for managerial positions. Listed below are typical career business administration majors enter:

**Advertising**

specialty advertising  
account executive  
ad copywriter  
traffic coordinator  
ad salesperson  
media buyer/analyst  
telemarketing director  
production manager  
art director  
sales promotion manager

**Product Management**

brand assistant  
product manager, consumer goods

**Sales**

bookstore manager/owner  
industrial sales representative  
complex/professional salesperson  
buyer, department store  
store manager  
cable TV sales  
insurance agent

**Merchandising**

contract administrator  
manufacturer's buyer  
purchasing agent  
wholesale buyer  
manufacturers salesperson

**Market Research**

marketing researcher  
market analyst  
project manager  
account executive, supplier

**Human Resource Development**

test administration  
employment interviewer  
wage & salary administrator  
job analyst  
benefits coordinator  
labor relations specialist

**The Arts & Culture**

travel agent  
director of tourism  
theater manager

**Other**

purser  
lawyer  
hospital admissions representative  
quality control inspector  
technical writer  
import-export agent  
hotel/restaurant manager  
internal revenue agent  
booking agent  
editor, trade journal  
distributor  
community agency worker  
claims adjuster

**Distribution**

customer service manager  
inventory control manager  
traffic & transportation manager  
operations manager  
administrative analyst

**Finance**

financial analyst  
financial planner  
retail bank manager  
loan officer  
mortgage banker  
capital budgeting analyst  
securities analyst  
credit analyst  
underwriter  
trust officer  
pension fund manager  
corporate property manager  
stockbroker  
cash manager  
investment banker  
real estate appraiser  
real estate lender  
project finance manager  
actuary

**Public Relations**

media specialist  
public affairs officer  
sports agent  
communications trainer  
account coordinator  
events organizer  
fundraiser  
community affairs manager  
investor relations specialist  
internal communications manager  
director of publications  
chamber of commerce rep  
industrial relations director

## **WEB SITES RELATED TO BUSINESS ADMINISTRATION:**

Association of Management Consulting Firms	<a href="http://www.amcf.org">www.amcf.org</a>
Careers in Business	<a href="http://www.careers-in-business.com">www.careers-in-business.com</a>
International Council of Management Consulting Institutes	<a href="http://www.icmci.com">www.icmci.com</a>
Management Consulting Network	<a href="http://www.mcni.com">www.mcni.com</a>
American Banker's Association	<a href="http://www.aba.com">www.aba.com</a>
Entrepreneur.com	<a href="http://www.entrepreneur.com">www.entrepreneur.com</a>
National Association for the Self-Employed	<a href="http://www.nase.com">www.nase.com</a>
Small Business Administration	<a href="http://www.sbaonline.sba.gov">www.sbaonline.sba.gov</a>
National Human Resources Association	<a href="http://www.humanresources.org">www.humanresources.org</a>
International Personnel Management Association	<a href="http://www.ipma-hr.org">www.ipma-hr.org</a>
Society for Human Resource Management	<a href="http://www.shrm.org">www.shrm.org</a>
International Association of Business Communicators	<a href="http://www.iabc.com">www.iabc.com</a>
Association for Financial Professionals	<a href="http://www.afponline.org">www.afponline.org</a>
Experience	<a href="http://www.experience.com">www.experience.com</a>
Hoovers	<a href="http://www.hoovers.com">www.hoovers.com</a>