

Linking Majors to Careers

HUMAN RESOURCE MANAGEMENT

College for Professional Studies Adult Undergraduate Students only

Human Resource Management (HRM) refers to the management of people, in groups and individually, and the management of a work environment. The field of HRM involves recruitment, management, supervision, administration, communication, strategic planning, and mediation all within the framework of a business organization. Throughout corporations, government institutions and non-profits, the function of human resource managers is to design and manage programs that shape an effective workforce in support of objectives of the organization.

- Students of the HRM degree program at Regis University learn how to structure, build, and support an employee workforce that facilitates the flow of a business.
- They also learn to understand the basic structure and function of an organization's internal operations, as well as the development and cultivation of economic, social and political environment in which an organization operates.
- Regis University's HRM curriculum includes courses in technology, conflict management, organizational structure, business, communication, cultural diversity, employment law, and management.
- Human resource managers deal with staffing, employee relations, and the development of staff. They are also involved in communication, computers, research, organization, analysis, administration, and training.

Below are listed some specific HRM positions:

- **Senior or VP of Human Resource or Management or Senior Human Resource Manager**-this title carries the responsibilities that accompany top management positions. Develops the vision, mission and strategies to be performed by the HR department.
- **Human Resource Director**-advises senior manager or top management while in the process of formulating HR policies. Both senior and director positions are considered lead HR positions and oversee all HR functions.
- **Human Resource Generalist**-duties include day-to day administration of HR programs. This position is considered an employee relations specialist which can typically be the first step towards obtaining a professional position.
- **Human Resource Specialist**-focuses on compensation, benefits, and training. This position typically focuses on one discipline, such as employment law or training since businesses often need knowledgeable people in specific areas. This position can also be performed in a consulting fashion.
- **Human Resource Analyst**-this position provides human resource generalist expertise in the areas of employment, employee relations, and or compensation. HR analysts mostly focus on researching and collection data for making recommendations regarding compensation, classification and/or benefit plans/policies.

Human Resource Management

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

- Advising
- Developing programs
- Negotiation
- Communicating
- Critical thinking
- Computer skills
- Making recommendations
- Resolving conflict
- Leadership
- Listening
- Generating ideas
- Developing objectives
- Analyzing
- Giving presentations
- Resolving disputes
- Problem solving
- Interpreting data
- Training
- Implementing ideas
- Recruiting
- Directing people
- Coordinating
- Explaining
- Identifying problems
- Answering questions
- Motivating
- Preparing reports
- Informing
- Researching
- Gathering data
- Interviewing
- Decision-making
- Observing
- Organizing
- Evaluating
- Developing strategies

SUGGESTIONS FOR SUCCESSFUL ENTRY INTO A CAREER IN HUMAN RESOURCE MANAGEMENT:

1. Develop a list of firms or companies in which you would like to work. The National Job Bank and Regis' Career Services CareerLink are two of the many references you may want to use for assembling your list.
2. If you do not have experience, apply for an internship-the sooner the better. An internship will give you experience and insight into a typical HR workday.
3. Keep in contact with working professionals from school or employment situations. This is important because contacts can offer references, advice, and information about new job opportunities. A good way to make contacts is to join a professional organization in the field that accepts student members. Student membership fees are often available at discounted rates.
4. Use resources to help you get started in your career, for example: career services, the college reference librarian, Hoovers' online, (<http://www.hoovers.com>), Society of Human Resource Managers (<http://www.shrm.org>). All these resources have extensive information about various companies.
5. Actively look for ways to develop your communication skills. Communicating effectively with others through writing and speaking is a major part of HRM. Several courses offered at Regis University will be of assistance in this area, including: Management, Interviewing Theory and Practice, Employment Law, Compensation and Policy, and Managing Technology for Business Strategies.

RELATED JOBS: Human Resource Management majors develop skills that are essential in business related fields. Listed below are typical career fields HRM majors may enter:

Human Resources Management

Labor Relations Specialist
Recruiter
Wage & Salary Administrator
HR Analyst
Benefits Coordinator
Labor Relations Specialist
Training & Organizational Development Specialist

Management

Training and Development Manager
Operations and Safety Manager
Corporate Property Manager
Industrial Relations Director
Internal Communications Manager
Compensation and Benefits Manager

CAREER RESOURCES IN:

- CAREER SERVICES LIBRARY (CS)
 - DAYTON MEMORIAL LIBRARY (DM)
 - ON THE INTERNET
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Career and Occupational Information

Occupational Outlook Handbook (CS, DM, and <http://www.bls.gov/oco>)

ONET <http://online.onetcenter.org>

Adams Jobs Almanac (CS, DM)

Dictionary of Occupational Titles (CS, DM)

Great Careers for... series (CS)

Careers for ... series (CS)

Careers in ... series (DM)

Encyclopedia of Career and Vocational Guidance (DM)

Liberal Arts Career News (CS)

Professional Organizations

National Directory of Non-Profit Organizations (DM)

Denver Meets (DM)

Encyclopedia of Associations (link on DM online catalog)

Internet Public Library listing at:

<http://www.ipl.org/div/aon>

Employer Directories

Reference USA (link on DM online catalog)

Denver Business Journal Top 25 Book of Lists (CS, DM)

Colorado Business Directory (DM and available via link on DM online catalog)

Directory of Colorado Manufacturers (DM)

Rocky Mountain High Tech. Directory (DM)

Almanac of American Employers (DM)

Job Banks for US cities (CS, DM)

Standard & Poor's Register of Corp. Directory (link on DM online catalog)

Thomas Register of American Manufacturers <http://www.thomasregister.com>

Directory of Colorado Non-Profits (DM and <http://www.coloradonoprofits.org>)

Employment Outlook

Occupational Outlook Quarterly (CS, DM)

Job Rated Almanac (DM)

CAM report (CS)

Employment Outlook for Colorado (DM)

Internships

Internships are placements with employers that give Regis College students with a GPA of 2.5 or better the opportunity to combine coursework with real-life experience while earning academic credit. Internships enhance academic knowledge, personal development and professional preparation. In addition, a successful internship can give students an edge when hiring decisions are made because employers seek applicants with practical experience in their field. Students interested in an internship need to register with the **Academic Internship Program** for help with determining a site placement, learning objectives and academic criteria.

Graduate School Information

Real Guide to Grad School (CS, DM)

Peterson's Graduate and Professional Programs (CS, DM and <http://www.petersons.com>)

Gorman Report (CS)

Graduate School Admissions Advisor (CS)

Getting what you came for (CS)

Educational Rankings Annual (DM)

College Blue Book (DM)

Directory of Post-Secondary Institutions (DM)

Salary Information

Colorado Occupational Wages (<http://www.coworkforce.com/lmi/wages/wages.asp>)

Compensation & Working Conditions (DM)

NACE Salary Survey (CS)

Salary.com - <http://Salary.com>

Alumni Career Network

One of the best resources for career information is people who work in the field you are considering. Contact information for Regis Alumni who have agreed to talk with students investigating career fields is available on the Alumni Career Network, a program located under "Alumni" at <http://www.ecampusrecruiter.com/regis>

World Wide Web Sites

Regis Career Services: <http://www.regis.edu/careerservices>

Dayton Memorial Library article and research database:

<http://www.regis.edu/libdatabase.asp?sctn=lib&p1=empty>

JobWeb (NACE): <http://www.jobweb.org>

Career Magazine: <http://www.careermag.com>

America's Job Bank: <http://www.ajb.dni.us>