

BUSINESS ADMINISTRATION

What is Business Administration? (from <http://www.allbusinessschools.com/faqs/business-administration.php>)

“Business administration is one of the broadest, most popular fields in business, but it is also one of the most difficult to define. Concerned with the management and operations of business, business administration practices apply to almost every organization—from major corporations to small businesses, from environmental nonprofits to property development companies. Business administration deals with the day-to-day operation of an organization as well as with industry-changing economic trends, business technologies, ethical leadership and effective management. Put simply, business administration is a holistic approach to creating a successful, efficient and well-run company.”

Related Careers (from <http://www.uncwil.edu/stuaff/career/Majors/index.htm>)

Sales Management	Retail Management
Accounting	Finance
Economics	Transportation & Logistics
Human Resources	Management
Marketing	Information Technology
Hospitality Management	Health Care Administration
Operations Management	Entrepreneurship
International Business	E-commerce

How do you get ready? (from <http://career.utk.edu/students/majors.asp>)

- General business is a broad area that leads to many opportunities. Students should clearly define their goals and seek related experiences to reach those goals.
- Gaining relevant experience through part-time and summer jobs or internships is critical.
- Many desirable skills can be developed through participation in and leadership of student organizations.
- Get involved in professional associations in field of interest.
- Develop and utilize a personal network of contacts. Once in a position, find a mentor.
- Consider earning an MBA after gaining work experience to reach the highest levels of business management.
- Learn to work well in a team and effectively with a wide variety of people.
- Strong communication skills, including public speaking, are important to achieving success in this field.

Related Major Skills (from <http://www.uncwil.edu/stuaff/career/Majors/index.htm>)

Analytical	Interpersonal
Oral & Written Communication Skills	Working Independently and On a Team
Empathy	Effective Listening
Conflict Resolution	Persuasion
Negotiation	Public speaking
Critical Thinking	Supervisory
Adaptability	Stress Management
Motivation/Initiative	Reading Comprehension
Analyze and Interpret Data	Develop Solutions

What about the future? (from <http://www.allbusinessschools.com/faqs/careers-in-business-administration.php>)

“While the intense variety of business administration careers makes it somewhat difficult to predict specific growth, it is evident that the robust economy and increasing retirement of baby boomers has created rising job opportunities in almost every business administration-related field. The Bureau of Labor Statistics (BLS) predicts a 14.4 percent growth rate in the management, business and financial occupational group, the third-largest increase among their 10 main career groups. Assuming the field of business administration will continue to adapt to new business trends as it has done so well in recent years, it is essentially guaranteed that business administration careers will continue to be relevant. As long as businesses continue to operate, people with business administration backgrounds will be needed to run those businesses.” For more specific job outlook information regarding business occupations, refer to <http://www.bls.gov/oco/oco1001.htm>.

Available at Albright College Career Development Center’s Resource Library

- [Great Jobs for Economics Majors](#), by Blythe Camenson
- [Career Opportunities in Banking, Finance, and Insurance](#), by Thomas Fitch
- [Careers for Born Leaders and Other Decisive Types](#), by Blythe Camenson
- [Careers for Financial Mavens and Other Money Movers](#), by Marjorie Eberts and Margaret Gisler
- [Careers for Number Crunchers and Other Quantitative Types](#), by Rebecca Burnett
- [Opportunities in Bank Careers](#), by Adrian A. Paradis
- [Opportunities in Government Careers](#), by Neale Baxter
- [Opportunities in Social Science Careers](#), by Rosanne J. Mare

Disclaimer

Links to Internet sites are provided for your convenience and do not constitute an endorsement by Albright College or the Career Development Center.

Links found at <http://www.uncwil.edu/stuaff/career/Majors/index.htm>.

Job and Internship Search Links

- Mobile Marketing JobList <http://www.mobilemarketingjoblist.com>
- Marketing Jobs <http://www.marketingjobs.com>
- WomenEntrepreneur.com <http://www.womenentrepreneur.com/>
- Entrepreneur.com <http://www.entrepreneur.com/hiringcenter/index.html>
- Professional Finance Job Search & Career Information <http://www.jobsinthemoney.com>
- Financial Job Network <http://www.financialjobnet.com>
- Accounting.com <http://www.accounting.com/>
- Hospitality Careers <http://www.hcareers.com>
- Jobs in the Performing Arts Industry – Marketing/PR/Management/Hospitality <http://www.artspresenters.org/networking/JobAvailableList.cfm>
- I Hire HR <http://ihirehr.com>
- I Hire Marketing <http://ihiremarketing.com>
- HR Connections <http://www.hrjobs.com>
- HR Job Net <http://www.hrjobnet.com>
- Hospitality Jobs <http://www.hospitalityonline.com>
- HRM Jobs <http://www.hrmjobs.com>
- Jobs4HR.com <http://www.jobs4hr.com>
- Insurance Job Site <http://www.insuranceworkforce.com>
- Insurance Job Center <http://www.insurance-jobs-center.com>
- Jobs in Manufacturing <http://www.jobsinmanufacturing.com>
- Retail Jobs <http://ihireretail.com>
- Biotech and Pharmaceutical Jobs <http://www.biospace.com>
- Pharmaceutical Industry Jobs <http://www.hirerx.com>
- Real Estate Jobs <http://ihirerealestate.com>
- Real Estate Job Store <http://realestatejobstore.com>
- Advertising, Marketing & Media Jobs <http://www.talentzoo.com>
- Media Job Market <http://www.mediajobmarket.com/jobs/index.jsp>
- Media Contacts – UK http://www.media-contacts.co.uk/index.php/mc/job_vacancies
- Careers in Retail <http://www.allretailjobs.com>
- Sales Jobs <http://www.salesjobs.com>
- Jobs in Sports <http://www.jobsinsports.com>
- Sales and Marketing Jobs, <http://www.marketingjobs.com>
- Careers in Accounting and Finance, <http://www.jobsinthemoney.com>
- CareerBank.com, <http://www.careerbank.com>
- HireHealth <http://www.hirehealth.com>
- Health Care Job Store <http://www.healthcarejobstore.com>
- Health Care Job <http://healthcarejob.com>
- MedHunters.com <http://www.medhunters.com>

Career Planning Links

- Careers in Marketing <http://www.careers-in-marketing.com/>
- All business.com <http://www.allbusiness.com>
- Health Management Careers <http://www.healthmanagementcareers.org>

Professional Associations Links

- American Marketing Association <http://www.ama.org/>
- American Economic Association <http://www.aeaweb.org/>
- American Agricultural Economic Association <http://www.aaea.org/>
- American Management Association <http://www.amanet.org>
- National Management Association <http://nma1.org/>
- The American Real Estate and Urban Economics Association <http://www.areuea.org/>
- National Association for Business Economics <http://www.nabe.com/>
- Students in Free Enterprise <http://www.sife.org>
- U.S. Small Business Administration <http://www.sba.gov>
- Society of Human Resource Management (SHRM) <http://www.shrm.org>
- American Society for Training and Development <http://www.astd.org>