**BUSINESS ADMINISTRATION**

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

“A career in business touches on information technology, leadership dynamics and increasingly on ethics and international relationships. There’s incredible room for growth in the field. When you find the right "fit," you’ll find that working your way up the ladder may be both challenging and rewarding. Plus, skills you acquire in one capacity will translate into others as your career path evolves.”

**Related Careers**

<table>
<thead>
<tr>
<th>Sales Management</th>
<th>Retail Management</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Finance</td>
</tr>
<tr>
<td>Economics</td>
<td>Transportation &amp; Logistics</td>
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<tr>
<td>Human Resources</td>
<td>Management</td>
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<tr>
<td>Marketing</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>Health Care Administration</td>
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<tr>
<td>Operations Management</td>
<td>Entrepreneurship</td>
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<tr>
<td>International Business</td>
<td>E-commerce</td>
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<tr>
<td>Non-Profit Organizations</td>
<td>Government</td>
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<tr>
<td>Analyst</td>
<td>Project Manager</td>
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<tr>
<td>Banking</td>
<td>Product Development</td>
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<tr>
<td>Loan Officer</td>
<td>Insurance</td>
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<tr>
<td>Event Planning</td>
<td>Pharmaceuticals</td>
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<tr>
<td>Sports Teams and Venues</td>
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**How do you get ready?**

- 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

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

What about the future?
“Employment of sales managers is projected to grow 8 percent from 2012 to 2022, about as fast as the average for all occupations. Employment growth of these managers will depend primarily on growth or contraction in the industries that employ them.”

For more specific job outlook information regarding business occupations, refer to http://www.bls.gov/ooh/

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 Experiential Learning and Career Development Center.
Job and Internship Search Links

- Marketing Jobs http://www.marketingjobs.com
- Financial Job Network http://www.financialjobnet.com
- Hospitality Careers http://www.hcareers.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
- Insurance Job Site http://www.insuranceworkforce.com
- Jobs in Manufacturing http://www.jobsinmanufacturing.com
- Biotech and Pharmaceutical Jobs http://www.biospace.com
- Pharmaceutical Industry Jobs http://www.hirerx.com
- Advertising, Marketing & Media Jobs http://www.talentzoo.com
- Careers in Retail http://www.allretailjobs.com
- Sales Jobs http://www.salesjobs.com
- Jobs in Sports http://www.jobsinsports.com
- Health Care Job Store http://www.healthcarejobstore.com
- Work in Sports www.workinsports.com
- Creative Jobs http://www.creativehotlist.com/
- Financial Careers www.financialcareersnow.com

Career Planning Links

- 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/
- Enactus http://enactus.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