



# What can I do with a major in **MANAGEMENT** from Valparaiso University?

## Description of major:

Management involves the coordination, implementation, promotion, supervision, and directing of the activities of individuals, organizations, and businesses. The focus of the Management major is to develop people who have the skills and competencies to successfully lead people and manage organizations in a dynamic, global environment.

## Relevant skills for a MANAGEMENT major:

- ◆ Analyze and interpret data
- ◆ Be able to read, write and speak proficiently
- ◆ Be responsible
- ◆ Communicate ideas and concepts to others
- ◆ Communication well, both verbally & in writing
- ◆ Compute numbers
- ◆ Delegate
- ◆ Direct activities and staff
- ◆ Establish goals
- ◆ Exercise patience
- ◆ Have a strong background in business, marketing, and human relations
- ◆ Have proficiency with computers
- ◆ Initiate activities and be motivated
- ◆ Inspire productivity from others
- ◆ Exact loyalty from others
- ◆ Lead others
- ◆ Make sound and ethical decisions
- ◆ Negotiate
- ◆ Organize, plan, coordinate, and direct activities
- ◆ Plan/ prioritize
- ◆ Recruit
- ◆ Respond spontaneously and work well under pressure
- ◆ Show cultural sensitivities
- ◆ Solve problems and make appropriate decisions
- ◆ Supervise the work of others
- ◆ Think critically
- ◆ Work beyond expectations
- ◆ Work with others as a team and others!

## Sample work activities for Graduates in MANAGEMENT (some may require an advanced degree)

- Account Executive
- Bank Manager
- Benefits Manager
- Branch Manager
- Budget Officer
- Chief Executive Officer
- Commodity Industry Analyst
- Communications Officer
- Compensation Administrator
- Computer Operations Supervisor
- Credit Analyst
- Credit and Collections Manager
- Employee Benefits Analyst
- Employment Counselor/ Interviewer
- Entertainment Agent
- Entrepreneur
- Equal Opportunity Representative
- Financial Analyst
- Foreign-Exchange Trader
- Government Services Administrator
- Health Services/Hospital Administration
- Hotel Manager
- Human Resources Administrator/Manager
- Industrial Relations Director
- Information Systems Manager
- Instructor
- Insurance Agent
- Job Analyst
- Job Development Specialist
- Labor Relations Specialist
- Loan Officer
- Management Analyst

**Sample work activities for Graduates in MANAGEMENT cont.**  
**(some may require an advanced degree)**

- Management Consultant
- Manufacturing Supervisor
- Market Information Specialist
- Market Research Analyst
- Media Planner
- Mortgage Loan Officer
- Occupational Analyst
- Operations Manager
- Outside Property Agent
- Payroll Officer
- Personnel Manager
- Personnel Recruiter/Specialist
- Promotions Manager
- Provisioning Manager
- Public Utilities Manager
- Purchasing Agent
- Quality Control Auditor
- Real Estate Agent/Broker
- Recreation Manager
- Reports Analyst
- Restaurant/Food Service Manager
- Retail Store Manager
- Sales Manager
- Securities Trader
- Small Business Owner
- Stock Broker
- Telecommunications System Coordinator
- Traffic Manager
- Training Manager
- Transportation Director
- Travel Agent
- Trust Administrator
- Voice/Data Service Operations Manager
- Wholesale Sales Representative
- and others!

**Potential hiring institutions for MANAGEMENT majors:**

- ◆ Advertising/Marketing/Public Relations
- ◆ Banks & Financial Institutions
- ◆ Communications
- ◆ Computer Technology Management
- ◆ Consulting Firms
- ◆ E-Commerce
- ◆ Education
- ◆ Entertainment & Recreation
- ◆ Health Services
- ◆ Hospitality Industry
- ◆ Hospitals
- ◆ Human Resources Departments
- ◆ Insurance
- ◆ Local, State, Federal Government
- ◆ Manufacturing Companies
- ◆ Non-Profit Organizations
- ◆ Public Utilities
- ◆ Publishing
- ◆ Real Estate
- ◆ Restaurant & Food Service
- ◆ Retail Stores
- ◆ Service Organizations
- ◆ Telecommunication
- ◆ Transportation
- ◆ Wholesalers/Distributors
- ◆ and more!

**Area of further education for MANAGEMENT majors:**

- ◆ Actuarial Science
- ◆ Advertising & Public Relations
- ◆ Aviation Management
- ◆ Business Administration/ Management
- ◆ Education
- ◆ Entrepreneurship
- ◆ Facilities Management
- ◆ Finance & Banking
- ◆ Hospitality Management
- ◆ Human Resources Development
- ◆ Human Resources Management
- ◆ Industrial & Manufacturing Management
- ◆ Insurance
- ◆ International Business
- ◆ Law
- ◆ Management Strategy & Policy
- ◆ Marketing
- ◆ Marketing Research
- ◆ Nonprofit Management
- ◆ Organizational Behavior
- ◆ Project Management
- ◆ Public Policy & Administration
- ◆ Quality Management
- ◆ Quantitative Analysis
- ◆ Real Estate
- ◆ Taxation
- ◆ Transportation Management
- ◆ and others!

## **Sources of additional information for MANAGEMENT majors:**

- VU College of Business Administration: <http://www.valpo.edu/cba/undergrad/management.php>
- Occupational Outlook Handbook: the US Bureau of Labor Statistics compiles information about various occupations, including the nature of the work, the job outlook, the earnings, and other relevant information. <http://stats.bls.gov/oco/home.htm>
- About.com: Management Careers: News and information about management careers. <http://management.about.com/mbody.htm>
- American Management Association: world's leading membership-based management development organization. <http://www.amanet.org>
- American Management Consulting Firms: Online database of management consulting. <http://www.amcf.org/>
- Careers-in-business: information about careers in business. <http://www.careers-in-business.com>
- HR Careers USA: Job Listings and resources for jobs in human resources. <http://www.hrcareersusa.com/>
- Institute of Certified Professional Managers: a not-for-profit organization dedicated to raising competency and professionalism in the field of management through the certification of managers. <http://cob.jmu.edu/icpm/>
- Management Job Network: Management jobs in all career fields and industries. <http://www.managementjobnetwork.com/>
- NationJob: Executive and management jobs page. <http://www.nationjob.com/management/>
- Small Business Administration (SBA) - tips on starting, expanding, and financing your business from the US Government. Includes an outstanding directory of information and links for local services <http://www.sbaonline.sba.gov>
- Society for Human Resource Management: <http://www.shrm.org>
- The Entrepreneur Network: provide information, contacts and counsel to inventors and entrepreneurs. <http://www.TENonline.org/>
- Wall Street Journal Career Journal: articles, tips, job leads, etc. <http://www.careerjournal.com>

## **VU Career Center Resource Library Materials:**

- ◆ *100 Best Nonprofits to Work for*
- ◆ *Book of U.S. Government Jobs: Where They Are, What's Available, and How to Get One*
- ◆ *Career Opportunities in Advertising and Public Relations*
- ◆ *Career Opportunities in Banking, Finance, and Insurance*
- ◆ *Career Opportunities in the Sports Industry*
- ◆ *Careers for Financial Mavens & Other Money Movers*
- ◆ *Careers in Communications and Entertainment*
- ◆ *Directory of Graduate Programs in Human Resource Management*
- ◆ *Essays that Worked for Law Schools*
- ◆ *GMAT 2003*
- ◆ *Graduate Admissions Essays: Write Your Way into the Graduate School of Your Choice*
- ◆ *Graduate Schools in the U.S*
- ◆ *Guide to America's Federal Jobs*
- ◆ *Harvard Business School Guide to Careers in Finance*
- ◆ *Harvard Business School Guide to Careers in Management Consulting*
- ◆ *Harvard Business Schools Guide to Careers in Marketing*
- ◆ *Harvard Business School Guide to Careers in the Nonprofit Sector*
- ◆ *LSAT 2006*
- ◆ *Opportunities in Banking Careers*
- ◆ *Opportunities in Financial Careers*
- ◆ *Opportunities in Fundraising Careers*
- ◆ *Opportunities in Government Careers*
- ◆ *Opportunities in Hotel & Motel Careers*
- ◆ *Opportunities in Human Resource Management Careers*
- ◆ *Opportunities in Insurance Careers*
- ◆ *Opportunities in International Business Careers*
- ◆ *Opportunities in Law Careers*
- ◆ *Opportunities in Property Management Careers*
- ◆ *Opportunities in Public Relations Careers*
- ◆ *Opportunities in Publishing Careers*
- ◆ *Opportunities in Real Estate Careers*
- ◆ *Opportunities in Retailing Careers*
- ◆ *Opportunities in Sales Careers*
- ◆ *Opportunities in Technical Sales Careers*
- ◆ *Opportunities in Travel Careers*

- ◆ *Peterson's Game Plan for Getting into Business School*
- ◆ *Peterson's Game Plan for Getting into Graduate School*
- ◆ *Peterson's Game Plan for Getting into Law School*
- ◆ *Peterson's Graduate & Professional Programs, an overview*
- ◆ *Peterson's Graduate & Professional Programs in Business, Education, Health, Information Studies, Law & Social Work*
- ◆ *Resumes for Banking and Financial Careers*
- ◆ *Resumes for Business Management Careers*
- ◆ *Resumes for Communications Careers*
- ◆ *Undergraduate's Guide to Corporate Leadership Development Programs*
- ◆ *Vault.Com Career Guide to Investment Banking and others!*

**For more information about majoring in MANAGEMENT, contact:**

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**For more information about internships in the College of Business Administration, contact:**

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 Internship Coordinator, College of Business Administration  
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 464-5208  
 Toni.Bickerstaff@valpo.edu

**For more questions about your career decisions, please make an appointment with a VU Career Counselor by calling 464-5005, stopping by the Career Center in Alumni Hall or e-mailing us at [Career.Center@valpo.edu](mailto:Career.Center@valpo.edu)**

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