

what can I do with a degree in...

# labor studies



## OCCUPATIONAL TITLES

- EEO Officer/ Representative
- Affirmative Action Coordinator
- Employer Relations Representative
- Employment Interviewer
- Consultant, Personnel
- Development Specialist
- Job Analysis Specialist
- Position Classifier
- Occupational Analyst
- Compensation Manager
- Employee Benefits Manager and Specialist
- Training Manager
- Training Specialist
- Industrial Relations Director
- Labor Relations Manager

## SKILLS & ABILITIES

- Ability to deal effectively with people
- Problem resolution
- Negotiating
- Conflict Resolution
- Arbitrating
- Training
- Planning and developing programs
- Conducting surveys
- Evaluating training practices
- Screening
- Interviewing
- Testing
- Evaluating

## EMPLOYMENT SETTINGS

- Chamber of Commerce
- Magazines/newspapers
- Consulting firms
- Manufacturing firms
- Educational institutions
- Personnel agencies
- Employee benefit firms
- Pharmaceutical companies
- Financial institutions
- Real estate firms
- Healthcare facilities
- Research organizations
- Insurance companies
- Retail firms
- Labor organizations / unions
- Transportation organizations
- Law offices
- Bureau of Labor Statistics
- Utility companies
- Legislative affairs
- Department of Human Services
- Occupational Safety and Health Administration
- Department of Labor
- Office of Personnel Management
- EEO Commission
- Public Employee Relations Commission
- Federal Trade Commission
- Small Business Administration
- Internal Revenue Service
- U.S. Customs Service (Treasury)
- International Trade Commission

## TYPICAL WORK ACTIVITIES

- Equal employment opportunity (EEO) and affirmative action guidelines and laws
- Investigate, examine and compile EEO grievances
- Prepare statistical reports
- Maintain working relationships with local employers
- Collect and examine information about job duties to prepare job descriptions
- Conduct research on occupational classification systems
- Study effects of industry and occupational trends
- Technical liaison between firm, industries, government agencies, and labor unions
- Devise methods ensuring fair and equitable pay rates
- Conduct pay scale surveys
- Oversee performance evaluation systems
- Develop programming to enhance skills, productivity and quality of work
- Form labor policy
- Oversee industrial labor relations
- Prepare information for management and negotiate collective bargaining agreements and contracts
- Coordinate grievance procedures resulting from disputes with unionized employees
- Advise and collaborate with management in all aspects of personnel policies such as wages, benefits, pensions and work practices
- Implement industrial labor relations programs

## RESOURCES AND INTERNET SITES

- Bureau of Labor Statistics: [www.bls.gov](http://www.bls.gov)
- U.S. Department of Labor: [www.dol.gov](http://www.dol.gov)
- Indiana Department of Labor: [www.state.in.us/labor](http://www.state.in.us/labor)
- Indiana Department of Workforce Development: [www.in.gov/dwd](http://www.in.gov/dwd)
- Holt Labor Library Links: [www.holtlaborlibrary.org/Links.html](http://www.holtlaborlibrary.org/Links.html)
- LaborNet.org: [www.labornet.org](http://www.labornet.org)
- Union Jobs: [www.unionjobs.com](http://www.unionjobs.com)
- AFL-CIO: [www.aflcio.org](http://www.aflcio.org)
- National Bureau of Economic Research: [www.nber.org](http://www.nber.org)
- Institute for Labor and Employment: [www.ucop.edu/ile](http://www.ucop.edu/ile)



INDIANA UNIVERSITY  
SOUTH BEND

CAREER SERVICES OFFICE

(574) 520-4425 ♦ FAX: (574) 520-5018 ♦ AI 116A  
[careers.iusb.edu](http://careers.iusb.edu) ♦ [sbcareer@iusb.edu](mailto:sbcareer@iusb.edu)