



what can I do with a degree in...

management



OCCUPATIONAL TITLES

- Retail Store Manager
- Personnel Manager
- Human Resources Administrator
- Personnel Recruiter
- Personnel Specialist
- Employee Training Instructor
- Job Analyst
- Quality Control Coordinator
- Credit and Collections Manager
- Compensation & Benefits Administrator
- Labor Relations Specialist
- Employee Benefits Analyst
- Small Business Owner
- Job Development Specialist
- Management Consultant
- Personnel Administrator
- Employment Interviewer
- Entrepreneur
- Operations Manager
- Account Executive
- Branch Manager
- Equal Employment Opportunity Representative
- Management Trainee
- Manufacturing Supervisor
- Industrial Relations Director
- Hotel Manager
- Credit Analyst

EMPLOYMENT SETTINGS

- Retail stores
- Human Resources Department
- Banks & financial institutions
- Consulting firms
- Restaurants and food service
- Manufacturing companies
- Hospitality industry
- Telecommunication firms
- Health services
- Computer industries
- Wholesalers
- Hospital administration
- Public utilities
- Insurance companies

TYPICAL WORK ACTIVITIES

- Problem solving and trouble shooting
- Working independently and as a team member
- Tolerating ambiguity and change
- Planning and organizing events
- Delegating authority to others
- Supervising and managing the work of others
- Prioritizing tasks to make efficient use of time and resources

SKILLS & ABILITIES

- Communicating (oral and written)
- Team work
- Team Building
- Managing
- Planning
- Prioritizing
- Interviewing
- Establishing goals
- Delegating
- Recruiting
- Organizing
- Visionary thinking
- Leading
- Motivating
- Decision making
- Negotiating
- Conceptualizing
- Training
- Analyzing
- Implementing
- Supervising
- Problem solving

RESOURCES AND INTERNET SITES

- American Management Association: www.amanet.org
- American Society of Association Executives: www.asaenet.org
- Indiana Society of Association Executives: www.isae.org
- Association for Corporate Growth: www.acg.org
- The Association for Work Process Improvement: www.tawpi.org
- Careers in Business: www.careers-in-business.com
- MBA Job Search: www.iusb.edu/~buse/job_search.shtml
- MBA Depot: www.mbadepot.com
- MBA Jobs: www.mbjobs.net
- MBA Degree Hunter: www.degreehunter.com/mba_jobs.html



INDIANA UNIVERSITY
SOUTH BEND

CAREER SERVICES OFFICE

(574) 520-4425 ♦ FAX: (574) 520-5018 ♦ AI 116A
careers.iusb.edu ♦ sbcareer@iusb.edu