

## ABOUT A DEGREE IN MANAGEMENT

Students majoring in Business Management have the unique opportunity to pursue a variety of career opportunities. In general, management majors formulate the policies and direct the operations of corporations, non-profit organizations, and government agencies. Common job tasks for general managers include planning, organizing, directing, and coordinating the operations of an organization. Given their wide job scope, managers are found in nearly all work settings.

## CAREER OPPORTUNITIES:

Human Resource Management	Restaurant/Hotel Manager	Small Business Manager
Benefits Manager	Retail Management	Hospital Administrator
Occupational Analyst	Sales Representative	Bank Manager
Labor Relations Manager	Account Manager	Quality Control Manager

## RELATED SKILLS:

Communication	Organization	Technology Application	Problem Solving
Leader	Decision Making	Marketing	Financial Analysis
Quantitative	Interpersonal	Project Management	Human Relations

## HIRING INSTITUTIONS:

Corporations	Non-profit Organizations	Colleges/Universities	Retailers
Government Agencies	Banking Institutions	Manufacturing	Media Companies
Financial Services	Pharmaceutical Firms	Energy Providers	Service Firms
Hospitals	Consulting Firms		

## JOB OUTLOOK:

Employment of administrative services managers is projected to grow 12 percent over the 2006-16 decade, about as fast as the average for all occupations. Applicants will face keen competition for the limited number of top-level management jobs, but competition should be less severe for lower-level management jobs. Despite average job growth, continuing corporate restructuring and increasing use of office technology may result in a more streamlined organizational structure with fewer levels of management, reducing the need for some middle management positions. (Source: Bureau of Labor Statistics)

## WORK ENVIRONMENT:

Administrative services managers generally work in comfortable offices. New technology has increased the number of managers who telecommute from home or other offices, and teleconferencing has reduced the need for travel. While many managers spend much of their day indoors, some managers also may spend time outdoors, supervising and handling a variety of external issues. Most administrative services managers work a standard 40-hour week. However, uncompensated overtime frequently is required to resolve problems and meet deadlines. Facility managers often are "on call" to address a variety of problems that can arise in a facility during non-work hours. (Source: Bureau of Labor Statistics)

## COMPANIES THAT HIRE TU STUDENTS:

AAPC Publishing, Amerita, ARAMCO, AON Management, Athletic World Advertising, AVX, Baker Hughes, Bank of Oklahoma, Bert Henry Carpet and Tile, Big Brothers Big Sisters of Oklahoma, Blue Cross Blue Shield, BM Golf, Borland Software, Cerner, Clear Channel Communications, Connelly Paving Co. , ConocoPhillips, City of Cedar Park, Check-6, Cynthia Pogue Baker CPA, Diane White PR & Events, EAN Holdings, Enterprise Care Sales, Ershings, EZ Carrier, Florida Solar Window Insulators, The Grand Health and Raquet Club, Hilti, Helmerich & Payne, Koch Industries, Helicomb International, Home Depot, JoCo., Infinity EDP, John Crane, Lemco, KOTV Channel 6, Magellan, Midfirst Group, McElroy,McKesson PSS, Interstate Batteries, Walt Disney World, Cox Media Group, Mutual of Omaha, NFL-St. Louis Rams & Detroit Lions, National Oilwell Varco, Northwestern Mutual Financial Network, NSI Technologies, Oaktree Software, ONEOK, Redrock Canyon Grill, Revere Commercial, Sand Springs Public Schools, Sonangol, St. Francis Hospital, State Farm Insurance, Stingray Soccer, Summit Apartments, TEK Systems, TeachForAmerica, TD Williamson, Tulsa Drillers, Tulsa Fire Department, Tulsa United Way, The University of Tulsa, US Cellular, Volvo, Walgreens, Wells Fargo Financial, Wiljo Interiors, Wolf Track Software, Whoops, LLC

**DISCLAIMER:** These companies are not associated with, sponsored, or endorsed by The University of Tulsa. This sheet is provided simply as a suggestion for students conducting their own job search, not as a decision-making aid. Students should consult with counselors, parents, and/or other trusted sources before making a decision regarding a job or internship acceptance.

**Business Career Center | 800 South Tucker Drive | Helmerich Hall 215 | Tulsa, OK 74104 | 918.631.2216**

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