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

RELATED SKILLS:

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

HIRING INSTITUTIONS:

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


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.

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