

The following is a sample of occupational titles and work settings related to Business Administration.

Keep in mind that career options are not dictated solely by choice of major.

Just as there are many careers open to graduates of any major, there are many paths to careers that do not require a specific degree. Use this information as a beginning guide to exploring options.

## **Sample Job Titles:**

- Advancement Officer
- Business Executive
- Business Consultant
- Business Operations Specialist
- Business Manager
- Business Owner
- Compensation Specialist
- Director on Board of Directors
- Entrepreneur
- Financial Consultant
- Financial Planner
- Franchise Owner
- Human Resources Manager
- Human Resources Specialist
- Insurance Executive
- Information Technology Manager
- Investor
- Market Research Analyst
- Project Manager
- Purchasing Manager
- Quality Manager
- Recruiter
- Sales Manager
- Training & Development Manager

## **Possible Professional Settings:**

- Accounting Firms
- Advertising Agencies
- Apartment and Condominium Complexes
- Banks
- Construction Companies
- Consulting Firms
- Corporations
- Financial Institutions
- Government
- Health Care Organizations
- Higher Education Institutions
- Hotels/Motels, Resorts, Clubs
- Hospitals
- Industrial Organizations
- Insurance Firms
- International Companies
- Internet Companies
- Investment Firms
- Labor Unions
- Local, State & Federal Government Agencies
- Manufacturers
- Nonprofit Organizations
- Professional Associations
- Real Estate Agencies
- Restaurants
- Retail Stores
- Start-up Venture
- Small Businesses
- Web-based businesses

# Resources:

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*The following lists are samples of resources available for learning more about majors and careers.\**

## Websites Related to this Field

- Career in Business: <http://www.careers-in-business.com>  
*detailed descriptions of specific business careers; their salary details, skills and talents needed and trends in the field*
- Berkley University of California: <http://career.berkeley.edu/Business/Business.stm>  
*links to articles, descriptions of careers, and professional association information on various business careers*
- Vocational Information Center: <http://www.khake.com/page13.html>  
*list of different business and finance careers which link you to career descriptions*
- University of Texas at Austin: [http://www.lifelearning.utexas.edu/weblinks\\_business.html](http://www.lifelearning.utexas.edu/weblinks_business.html)  
*Visit Sanger Learning & Career Center's website for links to business careers from accounting to supply chain management.*

## Professional Associations - Samples

- American Management Association: [www.amanet.org](http://www.amanet.org)
- Council of Supply Chain Management Professionals : [www.Cscmp.org](http://www.Cscmp.org)
- Society for Human Resource Management: [www.shrm.org](http://www.shrm.org)
- Society of Actuaries: [www.Soa.org](http://www.Soa.org)

## Sample Internship Sites & Volunteer Opportunities

- <http://www.spu.edu/depts/cdc/students/internships/documents/BusinessInternshipSites.pdf>

## General Career Information

- Washington Occupation Information System: [www.wois.org](http://www.wois.org) Site Key: KTX478
- Occupational Outlook Handbook: [www.bls.gov/oco](http://www.bls.gov/oco)
- The Occupational Information Network, (O\*Net): [www.onetcenter.org](http://www.onetcenter.org)

## SPU Resources

- Business Department Website: [www.spu.edu/depts/sbe](http://www.spu.edu/depts/sbe)
- Major & Career Exploration (GS 2001 - 2 credits, offered every quarter)
- Career Counseling: call 206.281.2485 or stop by the Center for Career and Calling on the second floor of the SUB
- Academic Advising: [www.spu.edu/depts/sas](http://www.spu.edu/depts/sas)
- Academic Catalog: [www.spu.edu/academics.aspx](http://www.spu.edu/academics.aspx)
- On Track Degree Planner: <http://spu.edu/academics/on-track-degree-planner/>

*\* Websites are current as of September 2011. If any go inactive, please let us know.*

Center for  
Career  
and Calling