

# Business Administration

## Typical Career Fields:

**Management** (projected growth 3% - 7%)

- Titles vary by industry (business, government, nonprofit, self-employed)

**Sales** (projected growth 8% - 14%)

- Industrial Sales
- Consumer Product
- Financial Services
- Services Sales
- Advertising
- E-commerce
- Customer Service
- Sales Mgmt.

**Insurance** (projected **decline of 3%**)

- Claims
- Underwriting
- Risk Mgmt.
- Loss Control

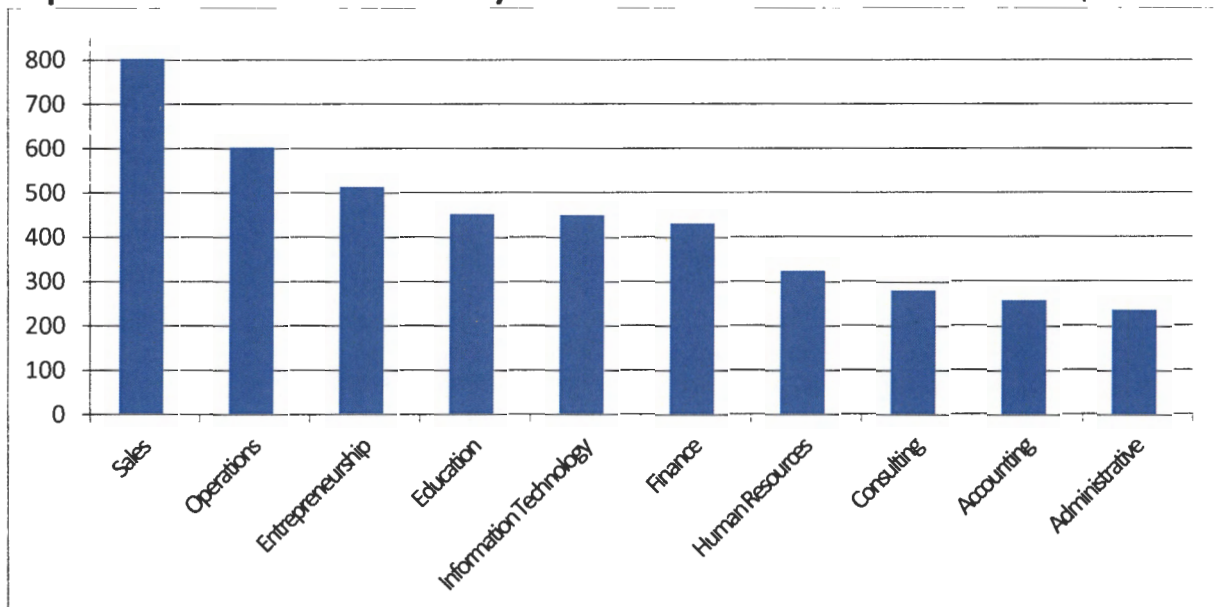
**Banking** (projected growth 8% - 14%) ☀️

- Commercial
- Retail/Consumer
- Credit Analysis
- Lending
- Trust Services
- Mortgage Loans
- Branch Mgmt.
- Operations

☀️ = Bright Outlook

Source: O\*NET

## Top Ten Career Fields Chosen by ESU Business Administration Grads: (Source: LinkedIn)



## Where Our Grads Go (top ten):

- Sprint
- Cerner Corporation
- CenturyLink
- Wal-Mart
- Hallmark Cards
- University of Kansas
- Farmers Insurance
- Payless Shoe Source
- AT&T
- DST Systems

View a list of required courses for this major at <http://www.emporia.edu/sac/list-of-majors.html>.

Career Services

[career@emporia.edu](mailto:career@emporia.edu)

620-341-5407

[www.emporia.edu/careerservices](http://www.emporia.edu/careerservices)

### **Business Administration Majors**

Strategies on how to become more marketable at graduation

#### **Management**

- Prepare to start in entry-level management trainee positions. Demonstrate initiative and leadership to get promoted.
- Gain experience through internships or summer and part-time jobs.
- Work at a retail store or restaurant; advance into an assistant manager position.
- Get involved in student organizations and assume leadership roles.
- Demonstrate an entrepreneurial spirit, a strong work ethic, integrity, and a sense of independence.
- Take courses in a secondary specialty such as marketing or information systems to increase job opportunities.
- Learn to work well on a team and develop strong communication skills.

#### **Sales**

- Seek leadership positions in campus organizations.
- Work for the campus newspaper, directory, or radio station selling advertisements.
- Develop a strong commitment to customer satisfaction.
- To deliver effective customer service, develop problem solving skills, self-confidence, assertiveness, and empathy.
- Prepare to work independently and to be self-motivated. Plan to work irregular and/or long hours.
- Learn to communicate effectively with a wide range of people. Take additional courses in interpersonal communication and public speaking.
- Develop strong persuasion skills and learn how to build relationships.
- Some positions in sales, such as pharmaceuticals, require at least one to two years of a proven record in outside sales. Be prepared to start in a different industry before getting a job in pharmaceuticals.

#### **Insurance**

- Complete an internship with an insurance agency.
- Talk to professionals in the industry to learn more about claims, underwriting, and risk management. Many entry-level positions exist in these areas.
- Initiative and sales ability are necessary to be a successful agent or broker.
- Develop strong communication skills as many positions require interaction with others and the ability to explain information clearly and concisely.

#### **Banking**

- Develop a solid background in business including marketing and accounting.
- Get experience through part-time, summer, or internship positions in a bank.
- Develop strong interpersonal and communication skills in order to work well with a diverse clientele.

#### **Human Resource Management**

- Take courses in the social sciences such as psychology and sociology.
- Gain relevant experience through internships.
- Develop strong verbal and written communication skills.
- Learn to solve problems creatively, and gain experience with conflict resolution.
- Build a solid background in technology because many human resource systems are automated.
- Join the Society of Human Resource and other related professional associations.
- Be prepared for continuous learning once in the profession.
- Seek endorsements such as the Professional Human Resource Certification (PHR).
- Earn a master's degree for career advancement or a law degree for employment law.