



MAJOR DISCOVERY SERIES

HUMAN RESOURCE MANAGEMENT

Bachelor of Science in Business Administration with a major in Human Resource Management

Human Resource Management is the strategic and coherent approach to the management of an organization's most valued assets - the people. An organization that effectively manages and develops its people realizes a distinct competitive advantage. Studies in Human Resource Management develop knowledge and skills in strategic and human resource planning, compensation, recruitment, training and development, and compliance with local, state and federal employment laws and policies.

Career types associated with Human Resource Management

Enterprising - "Persuader"

Realistic - "Doer"

Social - "Helper"

Related skills, values, and qualities

- Ability to communicate ideas and concepts to others
- Proficiency in reading, writing and speaking
- Ability to solve problems and make effective decisions
- Ability to organize, plan, coordinate and direct activities
- Strong interpersonal and networking skills
- Strong sense of integrity and professionalism
- Ability to motivate and lead others
- Ability to work well under pressure

Courses Human Resource Management majors typically enjoy

- Accounting
- Business
- Business Law
- Economics
- Interpersonal Communications
- Management
- Psychology
- Sociology
- Speech

Common interests of Human Resource Management majors

- Working part-time in a business establishment
- Planning, starting, or managing a part-time business endeavor
- Assisting in the planning of a civic or social event
- Attending lectures, workshops, and conferences related to business management
- Serving as a volunteer in a social agency
- Belonging to a Junior Achievement Club or a professional business organization

For more information about the major Contact the Department of Business Administration, 233 deFrancesco, 610-683-4580, <https://www.kutztown.edu/academics/colleges-and-departments/business>

KU Majors related to Human Resource Management

Marketing, Public Administration, Sport Management

Enterprising students may also be interested in: Advertising*, Business Analytics*, Communication Studies, Criminal Justice, Economics*, Elementary Education, English-Professional Writing, Environmental Science, Finance, History, International Studies*, Literature*, Multicultural Studies*, Political Science, Psychology, Public Relations*, Secondary Education, Social Work, Women's Studies*.

*minor only

FOUR STEPS TO SUCCESS

EXPLORE

1ST YEAR

- Enroll in the Career Exploration Certificate.
- Attend info sessions to learn about career development and personal branding.
- Take a career assessment to identify and confirm interests.
- Get involved in campus clubs and organizations.
- Develop basic workplace skills through jobs or volunteer work.
- Talk with professors, family, and friends about career ideas.
- Conduct informational interviews with professionals working in fields of interest.
- Develop a relationship with your professors and faculty advisor.

DISCOVER

2ND YEAR

- Meet with CDC career coach.
- Attend info sessions to learn about resume writing, and externships.
- Confirm your choice of major and consider options for double major or minor.
- Research careers of interest.
- Complete a job shadowing (externship) experience.
- Seek meaningful employment or volunteer work in a field related to your major.
- Explore options for undergraduate research and study abroad.
- Write a resume and have it reviewed by the CDC.
- Manage your online presence.

EXPERIENCE

3RD YEAR

- Enroll in the Career Success Certificate.
- Complete an internship and/or undergraduate research.
- Attend info sessions about internships, interviewing, job search strategies, and grad school.
- Build a LinkedIn profile and continue to monitor your online presence.
- Complete a mock interview.
- Build skills through research projects, part-time employment, and volunteer work.
- Participate in Careers Cafe & networking programs.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for admissions tests.

IMPLEMENT

4TH YEAR

- Attend your senior kick-off and other info sessions to prepare for job search/grad school.
- Update your resume and LinkedIn profile.
- Create cover letter drafts.
- Gain experience through internships and/or undergraduate research.
- Secure references for job/grad school applications.
- Create your "30 second" commercial.
- Meet with CDC to develop job search strategies.
- Research employers.
- Network with professionals through events and social media.
- Join a professional organization in your discipline.
- Attend the senior etiquette luncheon or dinner.
- Participate in job fairs and on-campus interviewing.

Sample Career Titles

Human Resource Management majors can be found working in a wide variety of career fields. Here are just some career titles that may be of interest. Please note that some jobs may require further education and training.

- Administrative Manager
- Applications Specialist
- Benefits Administrator
- Benefits and Work Comp Manager
- Benefits Coordinator
- Benefits Counselor
- Benefits Officer
- Benefits Specialist
- Chief Human Resources Officer
- Chief People Officer
- Client Facing Human Resources Specialist
- Compensation Analyst
- Director of Employment and Recruiting
- Director of Human Resources
- Director of Talent
- Employee and Labor Relations Consultant
- Employee Benefits Account Manager
- Employee Benefits Law Specialist
- Employee Relations Manager
- Employee Relations Specialist
- Employee Retention Manager
- Employee Satisfaction Manager
- Employment Supervisor
- Executive Recruiter
- Human Resources Adviser
- Human Resources Analyst
- Human Resources and Safety Coordinator
- Human Resources Compensation Coordinator
- Human Resources Consultant
- Human Resources Coordinator
- Human Resources Manager
- Human Resources Officer
- Human Resources Payroll and Benefits Specialist
- Human Resources Representative
- Human Resources Specialist
- Manager of Career and Employee Relations
- Organizational Development Analyst
- Organizational Development Manager
- Organizational Development Specialist
- Recruiter
- Retirement Plan Counselor
- Safety Coordinator
- Senior Benefits Manager
- Senior Employee Benefits Consultant
- Senior Employee Benefits Manager
- Senior HR Specialist
- Staffing Coordinator
- Talent Acquisition Consultant
- Talent Acquisition Manager
- Training and Development Analyst
- Training and Development Director
- Training and Development Manager
- Training and Development Specialist
- Training Coordinator
- Union Organizer
- Union Relations

Common Internship Sites and Employers

Human Resource Management majors often find internships and employment in the following fields/industries:

- Insurance
- Federal/State Government
- Manufacturing
- Schools/Universities
- Real Estate
- Health Care
- Entertainment
- Banks/Financial Institutions
- Nonprofit Organizations
- Service Industries
- Retail & Hospitality

Handshake

Handshake is the primary online resource for preparing and connecting students and alumni with employers. www.kutztown.edu/handshake

Useful Websites for Human Resource Management Majors:

Whether you are researching related career fields, applying for internships or jobs, or planning to join a professional association, these websites are for you!

Industry Information and Job Search Sites

Careers in Human Resource
<https://humanresourcespath.com/careers>

Executive and Management Job List
www.nationjob.com/management

Human Resources Social Network https://www.hr.com/en?t=/Default/spl_login

KU Small Business Development Center
www.pasbdc.org

LaSalle Non-Profit Center
www.lasallenonprofitcenter.org

LinkedIn Jobs
www.linkedin.com/jobs

Small Business Administration (SBA)
(Tips on starting your business from the US Government)
www.sba.gov

Professional Associations

American Business Women's Association
www.abwa.org

American Small Business Association
www.sba.gov

American Management Association
www.amanet.org

Black Business Association
www.bbala.org

Business Professionals of America
www.bpa.org

International Association for Human Resources Information Management
<https://ihrim.org>

National Human Resources Association
<https://www.humanresources.org>

Professional Managers Association
www.promanager.org

Society for Human Resource Management
www.shrm.org

Professional Associations

ADP
Amazon
Clark Associates
DHL
East Penn Manufacturing
Enterprise Holdings
FedEx
Fidelity Investments
Kohl's Corporation
Kutztown University: Small Business Development Center
NFI Industries
Olympus Corporation of the Americas
Penske Truck Leasing
Sherwin Williams Company
Uline
Volvo Group

To learn more about these careers, visit <http://online.onetcenter.org> or www.bls.gov/oco.

Building Your Resume for a Career in Human Resource Management

Building a strong resume for your career field starts long before you ever start your job search. Employers want to hire graduates who not only have the necessary educational background but also have experience applying that knowledge to real life situations.

Hannah Human Resource Management

mmana000@live.kutztown.edu, www.linkedin.com/in/hannah, 555-555-5555

PROFILE

Interested in working for the Human Resource Department at ADP as a Human Resource Business Partner.

QUALIFICATIONS

- Fluent in Spanish and English
- Strong written and verbal communication skills
- Experience working with diverse populations
- Excellent leadership and decision-making skills
- Proven success in customer service
- Proficient in Linux, Apple OSX & Microsoft Office

EDUCATION

B.S.B.A. Kutztown University of Pennsylvania (AACSB Accredited)

Major: Human Resource Management

Minor: Economics

Kutztown, PA

May 20xx

INTERNSHIP & EXTERNSHIP EXPERIENCE

ADP

Human Resource Intern

- Assisted Human Resource Manager in hiring of new employees
- Developed and implemented a new initiative for employee benefits
- Co-facilitated employee monthly meetings with managers

Allentown, PA

Spring 20xx

Macy's

Human Resource Management Extern

- Observed management of stock levels and analysis of sales figures
- Attended sale-floor staff meeting focused on productivity and efficiency

Kutztown, PA

Sept 20xx

WORK EXPERIENCE

Kohl's

Sales Associate

- Train new employees on store policies and customer service procedures
- Assist manager in organizing and tracking inventory
- Provide excellent customer service

Trexlerstown, PA

Fall 20xx-Present

Facilities Department, Kutztown University

Student Worker

- Recorded, filed and updated on-campus work orders
- Developed training manuals for future employees
- Uploaded electronic forms including confidential employee information using Excel and PeopleSoft
- Resolved student and department inquiries and complaints

Kutztown, PA

Fall 20xx

CAMPUS INVOLVEMENT & LEADERSHIP

President, Phi Kappa Phi National Honors Fraternity

- Coordinate fundraising events and meet fundraising goal for current year (20% increase over previous year)
- Organize and facilitate bi-weekly chapter and chair meetings
- Planned three additional student events to help with student retention

Spring 20xx-Present

Public Relations Chair

- Promote the public image of the chapter to the University and community
- Update and maintain the chapter social media pages (Facebook, Pinterest & Twitter)

Fall 20xx-Spring 20xx

PROFESSIONAL DEVELOPMENT

National Human Resource Association

Phi Kappa Phi, National Honors Society

Career Success Certificate, Kutztown University Career Development Center

Career Exploration Certificate, Kutztown University Career Development Center

Fall 20xx-Present

Spring 20xx-Present

Spring 20xx

Fall 20xx

Take note of the skills and knowledge obtained through your educational background and hands-on experiences. Highlight transferable skills such as fluency and technological proficiencies.

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through externships, internships, part-time jobs and related volunteer positions.

Develop professionally through campus involvement and professional memberships. This illustrates responsibility, leadership abilities and time management skills.