



MAJOR DISCOVERY SERIES

MANAGEMENT

Bachelor of Science in Business Administration with a major in Management

Management graduates are prepared to assume leadership roles in a wide variety of careers and organizations. Students pursuing a major in Management are required to complete advanced study in Organization Behavior, Business and Social Environment, Human Resource Management, Business Strategy and Policy. Management majors have the opportunity to select from a wide offering of electives in areas including Small Business Management, International Management, and Logistics and Supply Chain Management. Employers recommend that in order to be successful and competitive when entering this field, students should complete one or more internships.

Career types associated with Management

(Is this a good fit for you? Are you a...)

- 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 Management majors typically enjoy

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

Common interests of Management majors

- Working part-time in a business establishment
- Participating in oratory contests
- Planning, starting, or managing a part-time business endeavor
- Assisting in the planning of a civic or social event
- Playing games of strategy, competition, or achievement
- 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,
or visit www.kutztown.edu/Management

KU Majors related to Management

Marketing, Public Administration, Sport Management

Enterprising students may also be interested in:

Advertising*, 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 employment panels, site visits & networking events.
- 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/elevator pitch.
- 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

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.

- | | | |
|----------------------------------|-------------------------------------|----------------------------------|
| • Account Executive | • Entrepreneur | • Production Superintendent |
| • Advertising Executive | • Foreign-Exchange Trader | • Promotions Manager |
| • Airport Manager | • Government Services Administrator | • Public Utilities Manager |
| • Bank Manager | • Human Resources Manager | • Purchasing Agent |
| • Benefits Manager | • Industrial Relations Director | • Quality Control Auditor |
| • Branch Manager-Any Industry | • Information Systems Manager | • Real Estate Agent/Broker |
| • Budget Officer | • Insurance Agent | • Recreation Manager |
| • Business Owner | • International Business Manager | • Reports Analyst |
| • Chief Executive Officer | • Investment Banker | • Restaurant/Food Manager |
| • City Manager | • Job Analyst | • Retail Sales Manager |
| • Commodity – Industry Analyst | • Labor Relations Manager | • Sales Manager |
| • Communications Officer | • Logistics Specialist | • Securities Trader |
| • Compensation Manager | • Management Analyst | • Service Organization Manager |
| • Computer Operations Supervisor | • Management Trainee | • Stock Broker |
| • Construction Supervisor | • Manufacturing Supervisor | • System Coordinator |
| • Consultant | • Market Information Specialist | • Traffic Manager |
| • Convention Manager | • Market Research Analyst | • Training Manager |
| • Credit and Collections Manager | • Media Planner | • Transportation Director |
| • Department Store Manager | • Occupational Analyst | • Wholesale Sales Representative |
| | • Operations Manager | |

Common Internship Sites and Employers

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

- Insurance Agencies
- Federal/State Government
- Manufacturers
- Schools/Universities
- Real Estate Agencies
- Health Care Industry
- Entertainment Industry
- 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.

Useful Websites for 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/Employment Information	Professional Associations	Related Area Employers
Small Business Administration (SBA) (Tips on starting your business from the US Government) www.sba.gov	American Business Women's Association www.abwa.org	ADP Amazon Clark Associates
LaSalle Non-Profit Center www.lasallenonprofitcenter.org	American Small Business Association www.asbaonline.org	DHL East Penn Manufacturing Enterprise Holdings
KU Small Business Development Center www.pasbdc.org	American Management Association www.amanet.org	FedEx Fidelity Investments Kohl's Corporation
Executive and Management Job List www.nationjob.com/management	Black Business Association www.bbala.org	Kutztown University: Small Business Development Center NFI Industries
Marketing/Management Jobs www.marketingjobs.com	Business Professionals of America www.bpa.org	Olympus Corporation of the Americas Penske Truck Leasing Sherwin Williams Company
LinkedIn Jobs www.linkedin.com/jobs	Professional Managers Association www.promanager.org	Uline Volvo Group
	Project Management Institute www.pmi.org	

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

Building Your Resume for a Career in Business 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.

Manuel Management

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

PROFILE

Interested in a management lead position in the field of retail management.

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: Business Management

Minor: Communication Studies

Study Abroad: Kutztown/Reutlingen

Kutztown, PA
May 20xx

Summer 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.

INTERNSHIP & EXTERNSHIP EXPERIENCE

Target

Executive Intern

- Assisted Team Leader in supervision of guest service and merchandising of women's clothing department
- Attended Executive Team Leader training focusing on theft, fraud and store safety
- Facilitated monthly team meetings to discuss productivity and inventory management
- Resolved issues and completed return procedures to ensure customer satisfaction

Temple, PA
Spring 20xx

Macy's

Retail 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

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.

RELATED 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

Trexertown, 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

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

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

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

American Management 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