



What can I do with a major in *Business Administration*?

Overview

- The business administration degree prepares students for project management, IT and business liaison relationships and global views of systems and process thinking in the corporate world.

- The business administration discipline at St. Norbert College awards three majors with a Bachelor of Business Administration degree:

- General Business Administration
- Accounting
- International Business and Language Area Studies (IBLAS)

- Likewise, each business administration major and concentration helps students become knowledgeable and skilled business professionals while preparing them for graduate coursework through a broad-based business preparation that enables majors to:

- Integrate theoretical and applied aspects of business
- Develop technical, conceptual and human skills
- Understand domestic and global business environments

Career Titles

| | | |
|---------------------------------|-----------------------------------|-------------------------------------|
| ▪ Account Administrator | ▪ Controller | ▪ Merchandise Manager |
| ▪ Account Analyst | ▪ Convention Organizer | ▪ Mergers & Acquisitions Specialist |
| ▪ Account Executive | ▪ Copywriter | ▪ Mortgage Loan Officer |
| ▪ Account Manager | ▪ Corporate Trainer | ▪ Mortgage Underwriter |
| ▪ Account Representative | ▪ County Administrator | ▪ Mutual Fund Manager |
| ▪ Accountant | ▪ Credit Analyst | ▪ Mutual Fund Trader |
| ▪ Accounting Assistant | ▪ Credit and Collections Manager | ▪ Nursing Home Administrator |
| ▪ Accounts Receivable Manager | ▪ Credit Counselor | ▪ Occupational Analyst |
| ▪ Actuary | ▪ Credit Manager | ▪ Office Manager |
| ▪ Advertising Account Executive | ▪ Customer Service Manager | ▪ Operations Manager |
| ▪ Advertising Manager | ▪ Customer Service Representative | ▪ Packaging Specialist |
| ▪ Airport Manager | ▪ Customs Inspector | ▪ Paralegal |
| ▪ Apartment Resident Manager | ▪ Database Administrator | ▪ Payroll Administrator |
| ▪ Appraiser | ▪ Department Store Manager | ▪ Personnel Recruiter |
| ▪ Arbitrator | ▪ Developer | ▪ Physician Billing Specialist |
| ▪ Art Director | ▪ Director of Human Resources | ▪ Plant Manager |
| ▪ Assistant Controller | ▪ Director of Labor Relations | ▪ Plastics Manufacturer |
| ▪ Auditor | ▪ Distribution Manager | ▪ Politician |
| ▪ Automotive Industry Manager | ▪ District Manager | ▪ Portfolio Manager |
| ▪ Bank Examiner | ▪ Employee Relations Specialist | ▪ Portfolio Manager |
| ▪ Bank Internal Auditor | ▪ Employment Agency Counselor | ▪ Product Manager |
| ▪ Bank Manager | ▪ Employment Interviewer | ▪ Production Manager |
| ▪ Bank Officer | ▪ Employment Recruiter | ▪ Programmer |
| ▪ Bank Operations Manager | ▪ Employment Relations Specialist | ▪ Project Leader |
| ▪ Bank President | ▪ Entertainment Broker | ▪ Promotions Manager |
| ▪ Bank Teller | ▪ Entertainment Management | ▪ Property Manager |
| ▪ Banquet and Catering Planner | ▪ Entrepreneur | ▪ Public Relations Manager |
| ▪ Bar/Club Manager | ▪ Estimator | ▪ Public Relations Specialist |
| ▪ Benefits Administrator | ▪ Events Coordinator | ▪ Public Utilities Manager |
| ▪ Benefits Analyst | ▪ Export Manager | ▪ Purchasing Agent |

Career Services

Connecting Students and Alumni with the World



| | | |
|-----------------------------------|--|---|
| ▪ Benefits Manager | ▪ Facilities Planner | ▪ Quality Assurance Manager |
| ▪ Billing Supervisor | ▪ Farmer | ▪ Quality Control Manager |
| ▪ Biocommunications Manager | ▪ Feasibility Analyst | ▪ Rate Analyst |
| ▪ Bond Broker | ▪ Financial Aid Director | ▪ Real Estate Agent/Broker |
| ▪ Booking Agent | ▪ Financial Analyst | ▪ Realtor |
| ▪ Bookkeeper | ▪ Financial Planner | ▪ Recreation Facility Manager |
| ▪ Brand Management Consultant | ▪ Foreign Exchange Trader | ▪ Recruiter |
| ▪ Brand Manager | ▪ Fundraiser/Development Officer | ▪ Researcher |
| ▪ Broker | ▪ Government Services Administrator | ▪ Restaurant Manager |
| ▪ Budget Analyst | ▪ Healthcare Administrator | ▪ Restaurant Owner |
| ▪ Budget Officer | ▪ Hospital/HMO Administrator | ▪ Retail Buyer |
| ▪ Bursar | ▪ Hotel Manager | ▪ Retail Manager |
| ▪ Business Manager | ▪ Human Resource Generalist | ▪ Revenue Management |
| ▪ Business Owner | ▪ Human Resource Manager | ▪ Risk Analyst |
| ▪ Business Teacher | ▪ Industrial Relations Director | ▪ Safety Director |
| ▪ Buyer | ▪ Industrial Supply Sales Representative | ▪ Salary Wage Administrator |
| ▪ Campaign Manager | ▪ Information Systems Manager | ▪ Sales Manager |
| ▪ Career Services Director | ▪ Insurance Adjuster | ▪ Sales Representative |
| ▪ Casino Manager | ▪ Insurance Agent | ▪ Securities Broker |
| ▪ Catastrophic Insurance Analysis | ▪ Insurance Claims Representative | ▪ Securities Trader |
| ▪ Catering Director | ▪ Insurance Underwriter | ▪ Small Business Owner |
| ▪ Certified Public Accountant | ▪ Internal Auditor | ▪ Special Events Coordinator |
| ▪ Chamber of Commerce Director | ▪ International Banking Officer | ▪ Sports Agent |
| ▪ Chamber of Commerce President | ▪ International Finance Specialist | ▪ Stadium Manager |
| ▪ Chief Budget Analyst | ▪ International Investing | ▪ Supply Chain Manager |
| ▪ Chief Executive Officer | ▪ International Management | ▪ Systems Analyst |
| ▪ Chief Financial Officer | ▪ International Trade Specialist | ▪ Tax Auditor |
| ▪ Circulation Manager | ▪ Inventory Control Specialist | ▪ Tax Consultant |
| ▪ City Administrator | ▪ Inventory Manager | ▪ Technical Publications Writer |
| ▪ City Manager | ▪ Investment Banker | ▪ Telecommunications Director |
| ▪ Claims Adjuster | ▪ IRS Investigator | ▪ Telecommunications System Coordinator |
| ▪ Claims Examiner | ▪ Job Analyst | ▪ Title Examiner |
| ▪ Claims Representative | ▪ Labor Relations Manager | ▪ Traffic Manager |
| ▪ Commercial Lender | ▪ Labor Relations Specialist | ▪ Training Manager |
| ▪ Commercial Loan Analyst | ▪ Law Clerk | ▪ Training Specialist |
| ▪ Commercial Loan Officer | ▪ Loan Administrator | ▪ Transportation Manager |
| ▪ Commodities Trader | ▪ Loan Officer | ▪ Travel Agent |
| ▪ Communications Coordinator | ▪ Lobbyist | ▪ Treasurer |
| ▪ Comparison Shopper | ▪ Loss Prevention Engineer | ▪ Trust Administrator |
| ▪ Compensation Analyst | ▪ Management Accountant | ▪ Trust Analyst |
| ▪ Compensation Manager | ▪ Management Analyst | ▪ Underwriter |
| ▪ Compliance Investigator | ▪ Management Consultant | ▪ Underwriter Analyst |
| ▪ Comptroller | ▪ Management Trainee | ▪ Urban Planner |
| ▪ Conference Planner | ▪ Manufacturing Supervisor | ▪ Web Developer |
| ▪ Construction Supervisor | ▪ Market Information Specialist | ▪ Wholesale Sales Representative |
| ▪ Consultant | ▪ Market Research Analyst | ▪ Wireless Communication Specialist |
| ▪ Consumer Credit/Loan Officer | ▪ Marketing Director | ▪ YMCA Director |

Career Services

Connecting Students and Alumni with the World



- Contract Administrator
- Marketing Manager
- Contract Auditor
- Media Planner

Employers

- | | | |
|---------------------------------------|-----------------------------------|---------------------------------|
| ▪ Accounting Firms | ▪ Financial Services Firms | ▪ Outplacement Firms |
| ▪ Advertising Agencies | ▪ Golf Course Management | ▪ Public Relations Firms |
| ▪ Banks | ▪ Government Agencies | ▪ Publishing Companies |
| ▪ Brokerage Firms | ▪ Health Care Facilities | ▪ Real Estate Agencies |
| ▪ Business Corporations | ▪ Hospitality Organizations | ▪ Research Firms |
| ▪ Chambers of Commerce | ▪ Hospitals | ▪ Restaurants |
| ▪ Colleges & Universities | ▪ Hotels / Motels, Resorts, Clubs | ▪ Retail Stores |
| ▪ Communications Industry | ▪ Human Resource Departments | ▪ Retailers |
| ▪ Computer Firms | ▪ Import/Export Firms | ▪ Sports Industry |
| ▪ Construction Companies | ▪ Industrial Firms | ▪ Stock Brokerage Firms |
| ▪ Consulting Firms | ▪ Insurance Companies | ▪ Telecommunications |
| ▪ Department Stores | ▪ Investment Firms | ▪ Trade and Labor Organizations |
| ▪ E-Commerce | ▪ Labor Unions | ▪ Trade Associations |
| ▪ Entertainment Industry | ▪ Law firms | ▪ Utilities |
| ▪ Federal Reserve Agencies | ▪ Manufacturing Companies | ▪ Wall Street |
| ▪ Federal, State and Local government | ▪ Nonprofit Organizations | ▪ Wholesalers/Retailers |
| ▪ Financial Institutions | | |

Skills

- | | | |
|---|---|--|
| ▪ Ability to coordinate several activities at once, to work under pressure, and quickly analyze and resolve specific problems | ▪ Critical thinking | ▪ Oral and written communication skills |
| ▪ Able to initiate/generate new ideas | ▪ Cross-cultural skills | ▪ Organizes, plans, coordinates, and directs activities |
| ▪ Accountable | ▪ Develop technical, conceptual and human skills | ▪ Persuasion skills |
| ▪ Advanced communication, conflict resolution and interpersonal skills | ▪ Excellent communication skills to establish effective working relationships | ▪ Reads, writes, and speaks proficiently |
| ▪ Analytical, detail oriented, flexible, and decisive | ▪ Flexibility | ▪ Responds spontaneously and works well under pressure |
| ▪ Analyze and interpret data | ▪ Good work ethic | ▪ Responsible |
| ▪ Appreciation for diversity | ▪ Great listening skills | ▪ Self-discipline |
| ▪ Awareness of ethical issues | ▪ Inspires productivity and loyalty from others | ▪ Solves problems and makes appropriate decisions |
| ▪ Build and lead teams aptly | ▪ Integrate theoretical and applied aspects of business | ▪ Team building skills |
| ▪ Capacity for leadership | ▪ Interpersonal skills | ▪ Understand domestic and global business environments |
| ▪ Communicates ideas and concepts to others | ▪ Manage time, energy and resources effectively | ▪ Understand organizational development, policy, strategy, and structure |
| ▪ Competency with computer technology, information systems, and math | ▪ Management skills | ▪ Unwillingness to automatically accept the status quo |



Salary Information

NACE (National Association of Colleges and Employers) Summer 2010 Salary Survey Average Offers:

- **Business Administration/Management Bachelor's Degree: \$43,879**

The job titles and employers listed below are a sample of the results from the annual St. Norbert College Career Services graduate follow-up survey for the Classes of 2003-2007.

Graduate Information: Job Titles

| | | |
|-----------------------------------|-------------------------------|----------------------------------|
| ▪ Account Executive | ▪ Dividend Processor | ▪ Personal Banker |
| ▪ Accountant | ▪ Finance Manager | ▪ Private Wealth Associate |
| ▪ Assistant Director of Admission | ▪ Financial Advisor | ▪ Process Improvement Manager |
| ▪ Assistant Marketing Director | ▪ Global Sales Manager | ▪ Project Manager |
| ▪ Assistant to the Vice President | ▪ Human Resource Assistant | ▪ Purchasing Agent |
| ▪ Associate Product Manager | ▪ Human Resources Generalist | ▪ Quality Assurance Data Analyst |
| ▪ Benefits Coordinator | ▪ Inside Sales Representative | ▪ Real Estate Appraiser |
| ▪ Branch Manager | ▪ Internal Auditor | ▪ Recruiting Administrator |
| ▪ Broker Service Coordinator | ▪ Inventory Coordinator | ▪ Retirement Plan Administrator |
| ▪ Business Development Specialist | ▪ Investment Representative | ▪ Sales Representative |
| ▪ Business Unit Financial Analyst | ▪ Loan Officer | ▪ Security Specialist |
| ▪ Claims Adjuster | ▪ Management Trainee | ▪ Staffing Coordinator |
| ▪ Client Service Representative | ▪ Marketing Analyst | ▪ Technical Sales Representative |
| ▪ Commercial Banking Trainee | ▪ Marketing Coordinator | ▪ Teller |
| ▪ Credit Analyst | ▪ Merchandise Specialist | ▪ Trust Administrator |
| ▪ Credit Manager | ▪ Microsoft Consultant | ▪ Underwriter |
| ▪ Direct Sales | ▪ Pension Specialist | |

Graduate Information: Employers

| | | |
|---------------------------|----------------------------|------------------------------------|
| ▪ 3M | ▪ Harris Bank | ▪ Pioneer Metal Finishing |
| ▪ Acuity Insurance | ▪ Hormel Foods | ▪ Qwik Trip, Inc. |
| ▪ AFLAC Insurance | ▪ Humana Insurance | ▪ Rayglan Commodities |
| ▪ Alta Resources | ▪ J.P. Morgan Chase Bank | ▪ Schneider National |
| ▪ American Express | ▪ JJ Keller and Associates | ▪ Schreiber Foods |
| ▪ Anderson Windows | ▪ Johnson Financial Group | ▪ ShopKo Corp. |
| ▪ Associated Bank | ▪ KI | ▪ St. Norbert College |
| ▪ Career Builder | ▪ Kohl's Corporate | ▪ Target Corp. |
| ▪ Chicago Tribune | ▪ Kregar International | ▪ The Medical College of Wisconsin |
| ▪ Direct Supply | ▪ La Force, Inc. | ▪ Thrivent Financial |
| ▪ EchoStar Communications | ▪ LaSalle Bank | ▪ U.S. Bank |
| ▪ Edward Jones Investment | ▪ Marquette University | ▪ United Health Care |
| ▪ Enterprise Rent-a-Car | ▪ Mary Kay | ▪ United Heartland |
| ▪ Ernst & Young | ▪ Merrill Lynch | ▪ United States Federal Government |
| ▪ GE Healthcare | ▪ Milwaukee Brewers | ▪ Walgreens |
| ▪ Goldman Sachs | ▪ Nielsen Company | ▪ Wells Fargo Financial |
| ▪ Grande Cheese | ▪ Orbis Corp. | ▪ Wisconsin Public Service |
| ▪ Green Bay Packers | ▪ Packerland Packing | |



Career Library Resources

- | | |
|---|---|
| ▪ Career Opportunities in Banking, Finance, and Insurance | ▪ Ferguson's Careers in Focus-Manufacturing |
| ▪ Career Opportunities in the Sports Industry | ▪ Ferguson's Careers in Focus-Transportation |
| ▪ Career Opportunities in the Travel Industry | ▪ Game Plan for Getting into Business School |
| ▪ Careers for Born Leaders & Other Decisive Types | ▪ Great Jobs for Business Majors |
| ▪ Careers for Persuasive Types & Others Who Won't Take No for an Answer | ▪ Great Jobs for Economics Majors |
| ▪ Careers in Advertising and Public Relations 2006 Edition | ▪ Opportunities in Event Planning Careers |
| ▪ Careers in Finance | ▪ Opportunities in Retailing Careers |
| ▪ Careers in International Business | ▪ The WetFeet.com Insider Guide-So, You Want to Be a Management Consultant |
| ▪ Careers in Real Estate | ▪ The Young Entrepreneur's Guide to Starting and Running a Business |
| ▪ Careers in Supply Chain Management-WetFeet Insider Guide | ▪ They Don't Teach Corporate in College: A Twenty-Something's Guide to the Business World |
| ▪ Cracking the GMAT with DVD, 2007 | ▪ Top Careers for Economics Graduates |
| ▪ Ferguson's Careers in Focus-Business Managers | ▪ Vault Guide to Starting Your Own Business |
-

For the most current information about Majoring in Business Administration from Career Services, including links regarding Alumni Profiles, Career Information, Professional Associations, and Jobs and Internships, please visit:

<http://www.snc.edu/career/students/majors/business.html>