



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

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

Employers

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

Skills

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



Salary Information

NACE (National Association of Colleges and Employers) Summer 2008 Salary Survey Average Offers:

- **Business Administration/Management Bachelor's Degree: \$45,915**

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

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| ▪ 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 |
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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>