

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
▪ Benefits Manager	▪ Facilities Planner	▪ Quality Assurance Manager
▪ Billing Supervisor	▪ Farmer	▪ Quality Control Manager
▪ Biocommunications Manager	▪ Feasibility Analyst	▪ Rate Analyst



OFFICE OF
CAREER & PROFESSIONAL
 DEVELOPMENT

▪ 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
▪ 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 2012 Salary Survey Average Offers:

- **Business Administration/Management Bachelor's Degree: \$45,200**

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 2003-2010.

Graduate Information: Job Titles

▪ Account Executive	▪ Financial Advisor	▪ Personal Banker
▪ Accountant	▪ Global Sales Manager	▪ Private Wealth Associate
▪ Assistant Buyer	▪ Graphic Designer	▪ Process Improvement Manager
▪ Assistant Director of Admission	▪ Human Resource Assistant	▪ Project Manager
▪ Assistant Marketing Director	▪ Human Resources Generalist	▪ Purchasing Agent
▪ Assistant Office Manager	▪ Inside Sales Representative	▪ Quality Assurance Data Analyst
▪ Assistant to the Vice President	▪ Internal Auditor	▪ Real Estate Appraiser
▪ Associate Product Manager	▪ Inventory Coordinator	▪ Recruiting Administrator
▪ Benefits Coordinator	▪ Investment Representative	▪ Research Analyst
▪ Branch Manager	▪ Junior Coach-Admission Possible	▪ Retirement Plan Administrator
▪ Broker Service Coordinator	▪ Leadership Development Program	▪ Revenue Coordinator
▪ Business Development Specialist	▪ Loan Officer	▪ Safety Consultant
▪ Business System Analyst	▪ Logistics Manager	▪ Sales Logistics Account Executive
▪ Business Unit Financial Analyst	▪ Logistics Staffing	▪ Sales Manager
▪ Claims Adjuster	▪ Management Trainee	▪ Sales Representative
▪ Claims and Deductions Specialist	▪ Marketing Administrative Assistant	▪ Security Specialist
▪ Clerkship Coordinator	▪ Marketing Analyst	▪ Sourcing Coordinator
▪ Client Service Representative	▪ Market Insights Analyst	▪ Staffing Coordinator
▪ Commercial Banking Trainee	▪ Marketing Assistant	▪ Stage Manager
▪ Commercial Lender	▪ Marketing Coordinator	▪ Tax Research Associate
▪ Credit Analyst	▪ Marketing Representative	▪ Transportation and Logistics Sales
▪ Credit Manager	▪ Marketing Research Specialist	▪ Technical Sales Representative
▪ Customer Service Reporting Specialist	▪ Merchandise Specialist	▪ Teller
▪ Direct Sales	▪ Microsoft Consultant	▪ Trust Administrator
▪ Dividend Processor	▪ Operational Program Planner	▪ Underwriter
▪ Electrical Sales	▪ Operation Specialist	▪ Universal Banker
▪ Finance Manager	▪ Pension Specialist	

Graduate Information: Employers

▪ 3M	▪ Goldman Sachs	▪ Packerland Packing
▪ AA Fire Security	▪ Grande Cheese	▪ Pioneer Metal Finishing
▪ Acuity Insurance	▪ Green Bay Packers	▪ Pyramid Hotel Group
▪ AFLAC Insurance	▪ Gross Automation	▪ Qwik Trip, Inc.
▪ Ahlborn Equipment	▪ Harris Bank	▪ RainMaster Irrigation
▪ All OverMedia	▪ Hormel Foods	▪ Rayglen Commodities
▪ Alta Resources	▪ Humana Insurance	▪ Remax Realty
▪ American Express	▪ Immedia	▪ Sabic Polymershapes
▪ Americorps	▪ Info-Pro	▪ Schneider Logistics
▪ Anderson Windows	▪ J.P. Morgan Chase Bank	▪ Schneider National
▪ APAC Customer Services	▪ JJ Keller and Associates	▪ Schreiber Foods
▪ Arthur J. Gallagher	▪ Johnson Financial Group	▪ ShopKo Corp.



OFFICE OF
CAREER & PROFESSIONAL
DEVELOPMENT

▪ Associated Bank	▪ KI	▪ SM&A
▪ Auto Plus Magazine	▪ Koa Orthopedics	▪ St. Norbert College
▪ Bank of America	▪ Kohl's Corporate	▪ Target Corp.
▪ Bassett Mechanical	▪ KPW Management	▪ The Medical College of Wisconsin
▪ Bay Lake Bank	▪ Kregar International	▪ Thrivent Financial
▪ Breakthrough Fuel	▪ La Force, Inc.	▪ Tri City National Bank
▪ Career Builder	▪ Lake Shore Athletic Services	▪ U.S. Bank
▪ Charlie Robinson Worldwide	▪ LaSalle Bank	▪ United Health Care
▪ Chicago Tribune	▪ Marquette University	▪ United Heartland
▪ Cintas	▪ Mary Kay	▪ United Postal Service
▪ Direct Supply	▪ Miller Electric	▪ United States Federal Government
▪ EchoStar Communications	▪ Merrill Lynch	▪ Valley Cabinet
▪ Edward Jones Investment	▪ M&I Bank	▪ Walgreens
▪ Enterprise Rent-a-Car	▪ Milwaukee Brewers	▪ Warner Electric Supply
▪ Ernst & Young	▪ Milwaukee Plate Glass Company	▪ Weimer Bearing & Transmission
▪ First Capital Surety and Trust Company	▪ National Plumbing & Heating Supplies	▪ WeldingMart.com
▪ Fitzsimons Federal Credit Union	▪ Nielsen Company	▪ Wells Fargo Financial
▪ Fox Cities Performing Arts Center	▪ Nicolet National Bank	▪ Wisconsin Public Service
▪ GE Healthcare	▪ Northwestern University	
▪ Georgia Pacific	▪ Orbis Corp.	
