


MANAGEMENT CAREERS

CAREER SERVICES | CAREER PATHS



Many top executives have a bachelor's or master's degree in business administration or in an area related to their field of work. Top executives in the public sector often have a degree in business administration, public administration, law, or the liberal arts. Top executives of large corporations often have a master of business administration (MBA). College presidents and school superintendents typically have a doctoral degree in the field in which they originally taught or in education administration. Although education and training requirements vary widely by position and industry, many top executives have at least a bachelor's degree and a considerable amount of work experience.

Candidates need a combination of education and several years of related work experience to become a human resources manager. Although a bachelor's degree is sufficient for most positions, some jobs require a master's degree. Candidates should have strong interpersonal skills.

Managers are promoted from within in many retail establishments, although college graduates usually directly enter management training programs. Larger establishments have more extensive career ladder programs.

Many people begin property management careers as **assistant managers**, working closely with a property manager. In time, many assistants advance to property manager positions.

Administrative services managers typically enter the occupation with a bachelor's degree. Those with a bachelor's degree typically study business, engineering, or facility management.

Although educational requirements for buyers and purchasing agents may vary by the size of the organization and the type of product, extensive on-the-job training is typically provided. **Purchasing managers** need a bachelor's degree and work experience as a buyer or purchasing agent.

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CAREER SERVICES | NATURE OF THE WORK

The responsibilities of top executives largely depend on an organization's size. A manager of a small organization is responsible for purchasing, hiring, training, quality control, and day-to-day supervisory duties. In large organizations top executives typically focus more on formulating policies and strategic planning, while general and operations managers direct day-to-day operations.

- **Human resources managers** plan, direct, and coordinate the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization's management and its employees.
- **Retail managers** are responsible for the success of retail stores. They ensure the smooth and efficient functioning of retail businesses as well as the provision of quality goods and services to customers.
- **Property managers** administer income-producing commercial and residential properties and manage the communal property and services of condominium and community associations.
- **Administrative services managers** work throughout private industry and government, coordinating and directing a broad range of supportive services. In larger firms there is more specialization for management, office management, contract administration and property management.
- **Purchasers and buyers** seek to obtain the highest quality merchandise at the lowest possible price for their employers. This involves determining which commodities or services are best, determining the suppliers of the product or service, negotiating the lowest price, and awarding contracts that ensure that the correct amount of the product or service is received at the appropriate time.
- **Industrial production managers** coordinate activities related to the production of goods and direct the work of first-line supervisors. Their major functions include responsibility for production scheduling, staffing, equipment, quality control, inventory control and the coordination of activities with other departments such as purchasing.

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CAREER SERVICES | OUTLOOK AND INCOME

OPPORTUNITIES FOR EMPLOYMENT

- **Employment in management occupations** is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations, and will result in about 906,800 new jobs. Employment growth is expected to be driven by the formation of new organizations and expansion of existing ones, which should require more workers to manage these operations.
- **Employment of administrative services and facilities managers** is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations. Tasks such as managing facilities and preparing for emergencies will remain important in a range of industries.

*Source: US Department of Labor, Bureau of Labor Statistics, OOH.

SALARY EXPECTATIONS

The median starting salary for graduates with a Bachelor's degree in Business Administration Management was \$60,000*.

*Source: Salary Survey, Winter 2021, National Association of Colleges and Employers.

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CAREER SERVICES | TITLES AND SKILLS

SOURCES OF ADDITIONAL INFORMATION

- American Management Association - www.amanet.org
- National Management Association (NMA) - www.nma1.org
- International Facility Management Association - <http://ifma.org/>

JOB TITLES

- Administrative Services Managers
- Human Resources Managers
- Industrial Production Managers
- Logistics
- Medical and Health Services Managers
- Office Management
- Operations
- Property Management
- Public Administration
- Purchasing
- Quality Assurance
- Retail Management
- Sales Managers

REQUIRED SKILLS

- Assessment
- Commitment
- Communication
- Congeniality
- Decision making
- Detail oriented
- Encouraging
- Facilitation
- Flexible
- Interpersonal
- Leadership
- Problem solving
- Supervision
- Time management