

What Can I Do With A Major In.....Administrative Management?

Major Description: The Administrative Management (B.A.S.) Program is designed to move students into supervisory positions in corporate settings, retail environments, manufacturing plants, small enterprises and other businesses. Courses in management, marketing, and accounting help students blend their specific expertise with new managerial skills.

Some Related Job Titles*	Possible Employers	Additional Resources for more information:
Administrative Coordinator Administrative Manager Administrative Specialist Administrator Airport Operations Manager Business Administrator Business Manager Director of Operations Executive Administrative Assistant Level III Clerk Network Administrator Office Manager Project Manager Risk Management Officer/Specialist Supervisor	Advertising Firms Corporate Settings Education Facilities Finance Facilities Government (local and federal) Healthcare Facilities Insurance Companies Manufacturing Plants Non-Profit Organizations Political Offices/Headquarters Retail Centers Service Industries (car rental, airlines, etc.) Small Enterprises Utility Service Providers (water, electricity, natural gas)	Clayton State University homepage https://www.clayton.edu/business/programs/bachelor-of-business-administration/ Books-Career Services Library Occupational Outlook Handbook https://www.bls.gov/ooh/ O*NET http://www.onetonline.org/ FOCUS 2 https://www.focus2career.com/Portal/Login.cfm?SID=933 (use the access code "lakerpride" to create an account)

Primary Skills Needed: Communication (verbal and written), strong ability to organize data/material, strong decision-making ability, and delegate and motivate others

* This list is a sample of options. There are many more titles and employers from which to choose, this is just a sample of a few. When considering job titles for yourself, consider *your skills, knowledge, and experience level*. If you are unaware of your personal skill set, schedule a meeting with a career counselor at the phone number listed above. We look forward to helping you discover your "best fit" in a career based on your interests.