



## UIS CAREER DEVELOPMENT CENTER

### **What Can I Do with a Master's in Business Administration?**

The purpose of the MBA program is to provide a professional graduate degree program for individuals who aspire to hold positions of significant managerial and leadership responsibilities in organizations. Program coursework focuses on exposing students to key business concepts and provides students with the opportunity to develop and apply professional skills in a number of areas critical to leadership in today's competitive business environment. Perhaps one of the current most popular and marketable degrees, a Business Administration degree will provide students with a broad rather than specialized course of study that will prepare them for employment in private or public organizations of any size. Building on core business knowledge, students have the opportunity to broaden their knowledge through advanced generalized study in the areas of finance, management, marketing, and operations management. The following serves as a guide, but the career information and possibilities are not limited to the below list.

#### **Business Administration Related Skills**

- Ability to Evaluate Alternatives
- Ability to Handle Stress
- Ability to Influence Others
- Ambitious, Brave & Confident
- Analyze Information
- Collaborating on Projects
- Collecting & Examining Data
- Conflict Resolution
- Creativity
- Critical Thinking
- Decision Making
- Energetic & Outgoing
- Entrepreneurial Mindset
- Flexible
- Innovative
- Interpersonal Communication
- Leadership
- Meet Deadlines
- Organization
- Perseverance
- Planning
- Presentation & Public Speaking
- Professionalism
- Self-Starter
- Set and Meet Goals
- Strong Networking Skills
- Summarizing Results
- Task Delegation
- Teamwork
- Time Management
- Understanding Group Dynamics
- Work Well Under Pressure

#### **Related Career Titles**

**(Some career titles may require additional experience or education)**

- Account Executive
- Account Manager
- Administration
- Administrative Analyst
- Advertiser
- Cost Analyst
- Credit Analyst
- Divisional Manager
- Employment Interviewer
- Materials Management
- Methods Analyst
- Mortgage Banker
- National Sales Manager

- Advertising Account Executive
- Assistant Bank Examiner
- Assistant Controller
- Associate Director
- Auditor
- Bank Examiner
- Bank Officer, Operations And Lending
- Budget Analyst
- Business Analyst
- Business or Trade Writer
- Buyer
- Certified Public Accountant
- Chief Financial Officer
- Claims Representative
- Compliance Director
- Compliance Manager
- Contract Administrator
- Financial Planner
- Fixed Income Manager
- General Merchandise Manager
- Health Administrator
- Human Resources Management
- Information Systems
- Insurance Underwriter
- Internal Revenue Officer
- Job Analyst
- Labor Relations Specialist
- Management Consultant
- Management Consulting
- Management Trainee
- Market Research Analyst
- Personnel Analyst
- Product Manager
- Product/Brand Manager
- Production Planner
- Production/Operation
- Public Administration
- Public Relations Representative
- Purchasing Agent
- Regional/Urban Planner
- Risk Manager
- Sales/Marketing
- Senior Consultant
- Special Events Manager
- State Fair Manager
- Systems Analyst
- Technical Writer
- Traffic Analyst
- Training Specialist

### **Employers of MBAs**

- Banks and Financial Institutions
- Community Development Organizations
- Consulting Agencies
- Corporations
- Educational Institutions
- Financial Publishers
- Government Agencies
- Hospitality Industry
- Hospitals and Healthcare Agencies
- Hotel and Resort Industry
- Insurance Agencies
- IT/Technology Firms
- Labor Organizations
- Manufacturing Companies
- Manufacturing Plants
- Medical Management Firms
- Non-Profit Organizations
- Pharmaceutical Manufacturers
- Real Estate Agencies
- Retail Stores
- State Agencies
- Travel Agencies

## Job Posting Sites

BestJobsUSA <http://www.bestjobsusa.com/index-jsk-ie.asp>  
Better Business Bureau  
<http://www.us.bbb.org/WWWRoot/SitePage.aspx?site=113&id=459e542b-1ef8-4253-a969-0b8febc1c108>  
Business Careers <http://www.businesscareers.com/>  
Business Journalism <http://www.businessjournalism.org/>  
Chronicle of Higher Education Careers <http://chronicle.com/jobs/>  
Dice.com <http://www.dice.com/>  
Financial Job Network <http://www.financialjobnet.com/>  
Green Dream Jobs <http://www.sustainablebusiness.com/>  
Idealist <http://idealist.org/if/as/Job>  
Indeed <http://www.indeed.com/>  
Job Central <http://www.jobcentral.com/>  
Job Spider [http://www.thejobspider.com/job/job-search-results.asp/category\\_122](http://www.thejobspider.com/job/job-search-results.asp/category_122)  
Nation Job <http://www.nationjob.com>  
SEEK <http://www.seek.com.au/administration-jobs/>  
Simply Hired <http://www.simplyhired.com/>  
Society for Human Resource Management Careers <http://www.shrm.org/jobs/>  
UIS Career Development Center <http://www.uis.edu/careerservices>  
University of Illinois Alumni Association Career Center <http://www.uiaa.org/careers>  
USA Jobs <http://usajobs.opm.gov>  
Wiser Earth <http://wiserearth.org/index.php/job/>

## Career Planning Links

BusinessWeek Careers <http://www.businessweek.com/careers/index.htm>  
Career In Accounting <http://www.careers-in-accounting.com/>  
Careers In Finance <http://www.careers-in-finance.com/>  
CNN Money Article [http://money.cnn.com/2000/10/20/career/q\\_degreebusiness/](http://money.cnn.com/2000/10/20/career/q_degreebusiness/)  
Fortune 500 Companies <http://money.cnn.com/magazines/fortune/fortune500/index.html>  
UIS Career Development Center <http://www.uis.edu/careerservices>  
UIS Center for Entrepreneurship <http://www.uis.edu/cbam/featured/index.html>  
UIS College of Business and Management <http://www.uis.edu/cbam>  
UIS Department of Business Administration <http://www.uis.edu/busadmin/>  
Wall Street Journal Careers <http://online.wsj.com/careers>  
WetFeet Career Profiles <http://www.wetfeet.com/Content/Careers.aspx>  
Women Entrepreneur <http://www.womenentrepreneur.com/>  
Yahoo! Finance <http://finance.yahoo.com/>  
Young Entrepreneur <http://www.youngentrepreneur.com/>

UIS Career Development Center  
Student Affairs Building, Suite 50 206-6508 careerservices@uis.edu  
<http://www.uis.edu/careerservices>

## Professional Affiliations

American Accounting Association <http://aaahq.org/index.cfm>  
American Bankers Association <http://www.aba.com/default.htm>  
American Business Women's Association <http://www.abwahq.org/>  
American Management Association <http://www.amanet.org/>  
Asian American Business Women Association <http://www.aabwa.org/index.php>  
Association for Business Communication <http://www.businesscommunication.org/>  
Association of Management Consulting Firms <http://www.amcf.org/index.asp>  
Business Marketing Association <http://www.marketing.org/>  
Council of Asian American Business Associations <http://www.caaba.org/>  
Financial Management Association <http://www.fma.org/>  
Latin Business Association <http://www.lbausa.com/>  
National Association for Business Economics <http://www.nabe.com/>  
National Association of Realtors <http://www.realtor.org/>  
National Association of Sales Professionals <http://www.nasp.com/>  
National Business and Disability Council <http://www.business-disability.com/index.aspx>  
National Business Education Association <http://www.nbea.org/>  
National Gay and Lesbian Chamber of Commerce <http://www.nglcc.org/>  
Organization Development Network <http://www.odnetwork.org/index.php>  
Society for Human Resource Management <http://www.shrm.org/>  
Society for Industrial and Organizational Psychology <http://www.siop.org/>  
Society of Competitive Intelligence Professionals <http://www.scip.org/>  
Strategic Management Society <http://strategicmanagement.net/>  
University of Illinois Alumni Association <http://www.uiiaa.org>  
World Business Council for Sustainable Development <http://www.wbcds.org>  
Yahoo! Directory of Business Organizations  
[http://dir.yahoo.com/Business\\_and\\_Economy/Organizations/Professional/](http://dir.yahoo.com/Business_and_Economy/Organizations/Professional/)