

# Career Development Center www.sju.edu/careers

## BUSINESS ADMINISTRATION HAUB SCHOOL OF BUSINESS

Ask a working professional if he or she ever uses management skills in a sales role or if a pharmacist ever uses Business Administration in his or her day-to-day work. Naturally, in every field there is an overlap of responsibilities. While it is essential for some to receive a specialized education, others know that regardless of the field into which they enter, they will need a myriad of skills. In today's world, it is difficult for students to know exactly what field in which they will want to work after they graduate. Many students even enter college looking for a more general education, allowing for versatility in the job market into which they enter. In learning a variety of different skills and concepts, students and graduates can search for a wider variety of jobs and feel equipped to perform well in all of them.

A degree in business administration from Saint Joseph's University gives students a healthy cross-section of courses in finance, accounting, business intelligence, food marketing, management, and pharmaceutical & healthcare marketing, in addition to some courses offered in the College of Arts & Sciences. Furthermore, in the tradition of Jesuit education and comprehensive learning, Saint Joseph's provides a focus in each discipline on the moral and ethical challenges facing business today. Business administration students also have a wide variety of opportunities beyond the classroom. With the American Marketing Association, Delta Sigma Pi, and the Entrepreneurship Society among the many extra-curricular offerings, SJU students are able to apply their classroom skills and begin *doing* in addition to learning.

#### LEARN MORE ABOUT THE BUSINESS ADMINISTRATION MAJOR:

- Visit the Business Administration website: <a href="http://www.sju.edu/int/academics/hsb/bsa/index.html">http://www.sju.edu/int/academics/hsb/bsa/index.html</a>
- Visit the Haub School of Business Leahy Advising Center, located in Mandeville 289
- Contact the Management Department to schedule a meeting with a faculty member by calling 610-660-1630
- Speak with current students in the major
- Schedule an appointment with the Career Development Center by calling 610-660-3100

#### WHAT CAN I DO WITH A MAJOR IN BUSINESS ADMINISTRATION?

Whatever you put your mind to! You can learn much more at <a href="www.onetonline.org">www.onetonline.org</a>. Following are descriptions of just a few of the careers you might pursue:

**Buyer:** Buys merchandise or commodities for resale to consumers at the wholesale or retail level. Analyzes past buying trends, sales records, price, and quality of merchandise to determine value and yield. Selects, orders, and authorizes payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products.

**Human Resources Manager:** Plans, directs, and coordinates human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

**Recruiter:** Seeks out, interviews, and screens applicants to fill existing and future job openings and promote career opportunities within an organization.

**Sales Manager:** Directly supervises sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

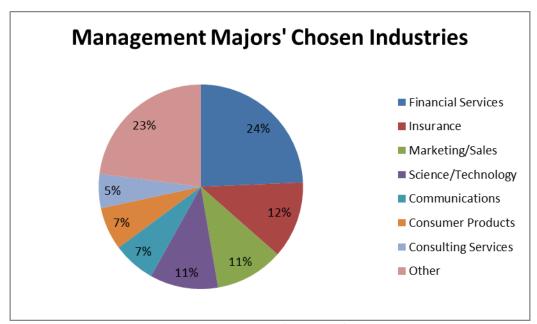
#### HOW CAN I ENGAGE MY INTEREST IN BUSINESS ADMINISTRATION OUTSIDE THE CLASSROOM?

There are so many opportunities to get involved at Saint Joseph's University – and to develop experience in your major while doing so! Here are just a few:

American Marketing Association student chapter Cooperative Education Program Delta Sigma Pi Entrepreneurship Society Internship Program

#### OUTCOMES - A CLOSER LOOK AT SJU GRADUATES WITH DEGREES IN MANAGEMENT:

The general major in management, graduates of which serve as the basis for the outcomes data below, has recently been replaced by new major offerings in business administration; leadership, ethics & organizational sustainability; family business & entrepreneurship and managing human capital. As depicted in the chart below, the majority of new graduates have started their careers in the financial services and insurance fields. Many others have selected a variety of industries. (Data from Saint Joseph's University Career Development Center's Post-Graduation Survey, 2008 – 2012.)



<sup>\*</sup>Other industries include: Education; Government; Healthcare/Medicine/Biotech; Human & Community Service; Law; Not-for-Profit; Pharmaceuticals; Real Estate/Construction; Transportation/Shipping/Logistics

#### Here is a sampling of positions our graduates have accepted:

Accountant	Credit Analyst	Property & Casualty Accountant	
Analyst	Financial Advisor	Realtor	
Assistant Manager	Financial Management Officer	Revenue Field Auditor Trainee	
Associate	Fund Accountant	Royalties Administrator	
Assurance Associate	Hedge Fund Analyst	Staff Accountant	
Audit Associate	Junior Accountant	Systems & Process Assurance Associate	
Auditor	Lieutenant	Systems Analyst	
Consultant	Outsourcing Manager	Tax Analyst	
Corporate Accountant	Project Accountant	Tax Associate	

#### Organizations that have hired our graduates include:

Amper, Politziner & Mattia Deloitte PENN Capital Management
ARAMARK U.S. Department of Revenue The Pew Charitable Trusts

Asher & Company, Ltd. Drucker & Scaccetti, PC Philadelphia Insurance Companies

Bloomberg Ernst & Young Philadelphia Union League
Briggs, Bunting & Dougherty LLP Fishbein & Company, PC PricewaterhouseCoopers

Brinker, Simpson & Co., LLC Grant Thornton LLP SEI Investments

Cadient GroupKPMGSimon & Schuster, Inc.CBIZKreischer MillerThe Siegfried Group, LLPCentral Intelligence AgencyLECGUnited States Marine Corps

Citigroup Novak Francella LLP Wawa, Inc.

Credit Suisse ParenteBeard Weichert Realtors

### Some of the graduate schools in which our students have continued their education, in programs including Business and Law:

George Mason University

LaSalle University

San Diego State University

State University of New

Villanova University

Villanova University

York

Rutgers University Temple University

#### Average Starting Salary – Management Majors – Classes of 2008 – 2012

Graduation Year	# of Respondents	Average Salary	Average Bonus	# of Bonuses	
2012	Too little data to report (number of respondents was less than 5)				
2011	9	\$38,600	N/A	0	
2010	16	\$51,000	\$2,600	5	
2009	21	\$46,300	\$3,600	10	
2008	45	\$50,600	\$3,700	26	

#### GETTING THE JOB – SAMPLE BUSINESS ADMINISTRATION MAJOR RESUME:

#### **FULL NAME**

1000 Overbrook Avenue, Philadelphia PA 19131 610-111-1111 • firstlastname@email.com

#### **EDUCATION**

Saint Joseph's University, Erivan K. Haub School of Business, Philadelphia, PA

Bachelor of Science in Business Administration, May 2014

#### Community College of Philadelphia, Philadelphia, PA

Associate's Degree, May 2011 Major: Business Administration Cumulative GPA: 3.68 Awards and Honors

- Academic Honors List, Fall 2008-Spring 2011
- VIST Financial Future Business Scholarship
- Phi Theta Kappa Honor Society Membership

#### LEADERSHIP AND SERVICE EXPERIENCE

International Business Society, Saint Joseph's University

**Secretary,** September 2012 - Present

• Serve as an executive board member of the club. Organize all society meetings. Assist with an average of 6 annual society-sponsored events

Simpson House, Philadelphia, PA

**Volunteer**, September 2012 – Present

• Interact with elderly residents in group and individual formats on a weekly basis to provide companionship

#### PROFESSIONAL EXPERIENCE

First Federal Bank, Philadelphia, PA

Teller, 2012-Present

- Receive and process transactions accurately; pay out funds as required
- Develop unique interpersonal relationships with existing and potential customers and branch staff to create a harmonious, trusting banking environment
- Assist branch in achieving sales goals by contacting customers by phone, reviewing reports to determine sales opportunities and making sales referrals to appropriate staff members

#### **COMPUTER SKILLS**

Skilled in Microsoft applications including Microsoft Word, Excel, PowerPoint and Outlook

#### FURTHER ASSISTANCE WITH YOUR MAJOR AND CAREER OPTIONS:

The Career Development Center can help you with the process of choosing a major and exploring your career options. For assistance, please call 610-660-3100 to schedule an appointment to meet with a Career Counselor.