



CAREER *services* CENTER

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XAVIER
UNIVERSITY

CAREER OPPORTUNITIES FOR HUMAN RESOURCES MAJORS

WHAT DO HUMAN RESOURCES PROFESSIONALS DO?

Typical HR responsibilities are focused in major areas such as recruiting and staffing, compensation and benefits, training and learning, labor and employee relations, organizational development, and health and safety. Most HR professionals have experience in one or more of these specialty areas. All specialties deal with helping employees in an organization perform more effectively and satisfactorily on the job.

POTENTIAL CAREERS

Obvious

- Benefits Administrator
- Compensation Manager
- Employment Counselor
- Employee Relations Manager
- Human Resource Administrator
- Human Resource Manager
- Human Resource Specialist
- Human Resources Generalist
- Job Analyst

- Labor Relations Manager/Specialist
- Training Specialist
- Payroll Manager
- Personnel Manager
- Personnel Recruiter

Less Obvious

- Consultant
 - Lawyer—Labor Relations, Employment
 - Leadership Trainee
 - Management Trainee
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SKILLS & ABILITIES OF THE HUMAN RESOURCES MAJOR

- Interpersonal skills
- Directing staff and events
- Problem solving
- Decision-making
- Organizational skills
- Critical thinking
- Written and verbal communication
- Cross-cultural competence
- Ability to adapt to different personalities
- Confidentiality

- Influencing others and processes
 - Ability to work well with others
 - Word processing spreadsheets and presentation software
 - Resolving conflict
 - Negotiating with others
 - Determining compliance with standards
 - Evaluating things, services and/or people
 - Coaching and developing others
 - Creativity
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ACADEMIC PROGRAMS AT XAVIER UNIVERSITY

Undergraduate

Human Resources (WCB): BSBA and Minor
Also consider, Psychology (CSSH&E),
Organizational Communications (CAS)
Sociology (CAS)

Graduate

Human Resources Development (SSH&E): M.Ed.
Master's of Business Administration (WCB): MBA

TYPES OF EMPLOYERS

- **Corporate organizations**
 - ⇒ Banks and financial institutions
 - ⇒ Consulting Firms
 - ⇒ Insurance Firms
 - ⇒ Manufacturers
 - ⇒ Retail
 - ⇒ Professional Employment Organizations (PEO's)
 - ⇒ Small, Medium, and Large organizations
 - ⇒ Private and public companies
- **Government**
 - ⇒ Bureau of Labor
 - ⇒ Department of Labor
 - ⇒ Employment Security Commission
 - ⇒ Local and state government organizations
- **Non-profit organizations**
 - ⇒ Community Agencies
 - ⇒ Healthcare Organizations
 - ⇒ Private Foundations
 - ⇒ Colleges and Universities
- **Other**
 - ⇒ Labor Unions
 - ⇒ Law Firms
 - ⇒ Public Interest Legal Agencies

ADDITIONAL INFORMATION

- **Society for Human Resources Management (SHRM)**
- **American Society for Training and Development (ASTD)** - for training and development professionals
- **World at Work** - for compensation and benefits professionals
- **HR Certification Institute**
- **Greater Cincinnati Human Resources Association**

HOW TO DEVELOP YOUR SKILLS and LEARN ABOUT HR

- Obtain Professional Human Resource Certification (PHR)
- Gain leadership and management experience in campus and/or community organizations
- Obtain hands-on experience through jobs or internships in human resources, training or organizational development
- Develop technical skills
- Develop soft skills in areas such as mediation, advising, listening, and ethics
- Join the Society for Human Resource Management and the XU Human Resources Club
- Attend the Fall and Spring Career and Internship Fairs

RELATED BOOKS IN THE CAREER RESOURCE LIBRARY

- *The Human Resource Professional's Career Guide: Building a Position of Strength*
- *Opportunities in Human Resource Management Careers*
- *Careers in Human Resources*
- *Vault Guide to Human Resources Careers*