



XAVIER UNIVERSITY CAREER SERVICES CENTER

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CAREER OPPORTUNITIES FOR HUMAN RESOURCES (HR) MAJORS

SKILLS & ABILITIES OF THE HR 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
- Conflict resolution
- Negotiation abilities
- Standards compliance
- Conduct worker evaluation
- Coaching and development of workers
- Creativity

**Partially taken from O*NET Online*

POTENTIAL CAREERS

HR Management Occupations

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

- Payroll Manager
- Labor Relations Manager
- Training & Development Specialist
- Personnel Manager
- Personnel Recruiter

Related Occupations

- Consultant
- Lawyer– Labor Relations, Employment
- Leadership Trainee
- Management Trainee
- Computer Support

**Provided by O*NET Online & the Occupational Outlook Handbook*

HR RELATED TASKS

- Recruiting and staffing highly qualified employees
- Minimizing staff turnover, increasing organizational productivity
- Designing job specific success factors
- Designing competitive compensation and benefit packages for employees
- Refining worker training sessions
- Aligning organizational development with workplace needs

TYPES OF EMPLOYERS

Corporate Organizations

- Financial Institutions (Banks)
- Consulting Firms
- Insurance Firms
- Manufacturers
- Retail
- Professional Employment Orgs
- Private and public companies

* Bureau of Labor Statistics 2009-2010

Government

- Bureau of Labor
- Department of Labor
- Employment Security Commission
- Local and State Orgs

Non-profit Organizations

- Community Agencies
- Healthcare Orgs
- Private Foundations
- Colleges and Universities

Other

- Labor Unions
 - Public Interest Legal Agencies
 - Law Firms
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EARNINGS FOR HR SPECIALISTS

Median annual wages of training and development specialists were \$51,450 in May 2008. The middle 50 percent earned between \$38,550 and \$67,450. The lowest 10 percent earned less than \$29,470, and the highest 10 percent earned more than \$85,160. Median annual wages in the industries employing the largest numbers of **training and development specialists** were:

Management, scientific, and technical consulting- \$56,110
Computer system design- \$55,600
Management of companies and enterprises- \$51,320
Local government - \$42,950
Employment Services- \$42,670

Median annual wages of human resources managers were \$96,130 in May 2008. The middle 50 percent earned between \$73,480 and \$126,050. The lowest 10 percent earned less than \$56,770, and the highest 10 percent earned more than \$163,220. Median annual wages in the industries employing the largest numbers of **human resources managers** were:

Management of companies- \$107,280
General medical and surgical hospitals- \$91,580
Local government- \$89,240
College, universities, and professional schools- \$86,920
State government- \$76,570

* Bureau of Labor
Statistics 2009-2010

ADDITIONAL HR RESOURCES

- Society for Human Resources Management (SHRM), www.shrm.org
 - American Society for Training and Development (ASTD), www.astd.org —for training and development professionals
 - World at Work, www.worldatwork.org — for compensation and benefits professionals
 - HR Certification Institute, www.hrci.org
 - Greater Cincinnati Human Resources Association, www.gchra.org
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RELATED BOOKS IN THE CAREER RESOURCE LIBRARY (CLC 530)

- *Opportunities in Human Resource Management Careers*
- *The Human Resource Professionals' Career Guide: Building a Position of Strength*
- *Careers in Human Resources*
- *Occupational Outlook Handbook*