



# XAVIER UNIVERSITY CAREER SERVICES CENTER

Conaton Learning Commons, Room 530 | 513-745-3141 | [xavier.edu/career](http://xavier.edu/career)

## CAREER OPPORTUNITIES FOR LIBERAL ARTS MAJORS

### SKILLS & ABILITIES OF THE LIBERAL ARTS MAJOR

- Oral Communication Skills
- Written Communication Skills
- Interpersonal Skills
- Proficiency in Concentration Areas
- Demonstrated Teamwork
- Technical Competence
- Leadership Abilities
- Flexibility
- Analytical Skills
- Computer Knowledge
- Problem-Solving Skills
- Decision-Making Abilities
- Initiative
- Goal-Orientation
- Negotiation Skills
- Global Awareness
- Ability to Synthesize
- Foreign Language Skills
- Creativity
- Organizational Skills
- Presentation Skills
- Computer Skills
- Critical Thinking Skills

### POTENTIAL CAREERS

- Trial Lawyers
- Criminal Law
- Government Attorneys
- Law Clerks
- Academic Counselor
- Case Management Aide
- Drug Abuse Counselor
- Gerontology Aide
- Mental Health Technician
- Social Worker
- Spiritual Counselor
- Vocational Counselor
- Social Service Technician
- Account Executive
- Advertising Director
- Art Buyer
- Broadcast Production Manager
- Copyeditor
- Copywriter
- Events Coordinator
- Graphic Artist
- Media Planner
- Producer
- Publicist
- Researcher
- Sales Representative
- Art Director
- Columnist
- Critic
- Journalist
- Publisher
- Reporter
- Audiovisual Producer
- Filmmaker
- Music Director
- Newscaster
- Production Assistant
- Scriptwriter
- TV Producer
- Video Specialist
- Communications Consultant
- Government Relations

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## TYPES OF EMPLOYERS

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- State Government
- Local Government
- Individual/Family Services
- Vocational Rehabilitation Services
- Elementary/Secondary Schools
- Colleges and Universities
- Advertising Agencies
- Marketing Firms
- Corporate Advertising Departments
- Publishing Companies
- Bookstores
- Vacation Resorts
- Chambers of Commerce
- Radio and TV Stations
- Literary Agencies
- Nonprofit Organizations
- Writing/Editing Firms
- Hospitals
- Military Bases
- Peace Corps
- Prisons, Jails
- Recreational Centers

*\*Taken from Great Jobs for Liberal Arts Majors (Camenson)*

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## TOP 10 OCCUPATIONS EMPLOYING PERSONS WITH A BACHELORS IN LIBERAL ARTS

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Top and mid-level managers, executives, administrators	10.2%
Teachers, elementary school	8.8%
Insurance, securities, real estate, business services	7.9%
Sales occupations, including retail	6.4%
Other management-related occupations	6.4%
Other marketing and sales occupations	4.5%
Secretaries, receptionists, typists	4.5%
Other administrative (record clerks)	4.4%
Artists, broadcasters, writers, editors, entertainers, public relations	4.0%
Accountants, auditors, other financial specialists	3.0%

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## POST GRADUATION ACTIVITIES

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- About 38% proceed to earn a post-graduate degree.
- About 25% of those with master's degrees are earned in business management and administrative services.
- About 25% of the master's degrees are earned in the field of education.

*\*Taken from The College Majors Handbook (Fogg, Harrington, & Harrington) 2004*

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## RELATED BOOKS IN THE CAREER RESOURCE LIBRARY (CLC 530)

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- *Smart Moves for Liberal Arts Grads: Finding a Path to your Perfect Career*
- *Keys to Liberal Arts Success*
- *Top Careers for Liberal Arts Graduates*
- *Great Jobs for Liberal Arts Majors*
- *Choices & Challenges: Job Search Strategies for Liberal Arts Students*