



CAREER OPPORTUNITIES FOR MANAGEMENT MAJORS

SUMMARY

Management is the effective organization, planning, direction, control, evaluation, integration and improvement of the functions of a business or industry. Management majors learn to lead and apply sound philosophical principles to a wide range of problems encountered in business.

SKILLS & ABILITIES OF THE MANAGEMENT MAJOR

Key Skills

- **Reading Comprehension**— Understanding written words in work related documents
- **Critical Thinking**— Using logic and reasoning to evaluate alternative solutions and approaches
- **Monitoring**— Assessing performance of yourself, others or organizations
- **Organizational**— Establishing courses of action for self and others to ensure efficiency
- **Teamwork**— Actively participating as a member to move the team toward the completion of goals

Abilities

- **Oral and Written Communication**— Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message
- **Interpersonal Relations**— The ability to get along with others while getting the job done, focusing on communication, listening skills, attitude, and deportment
- **Attention to Detail**— Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time
- **Leadership**-Effectively lead, take charge, and offer opinions/direction to others.

POTENTIAL CAREERS

General

- Management Analyst
- Operations Manager or Director
- Project or Functional Manager
- Office Manager
- Entrepreneur
- Management Consultant
- Chief Operating Officer

Industrial Production, Construction and Supply Chain

- Plant Manager
- Production or Manufacturing Manager

- Quality Control Systems Manager
- Construction Manager
- Facilities Manager
- Supply Chain Manager, Director or President

Positions in virtually any industry, including:

- Healthcare
- Social Services
- Information Systems
- Storage and Transportation
- Financial Services
- Retail and Hospitality

CORE WORK VALUES & STYLES

- **Relationship Building**– These types of positions require the need to effectively build relationships with staff, partners, stakeholders and community members.
- **Independence**–Allows one to work on their own and make independently decisions.
- **Self-Control**– Requires maintaining composure, controlling anger and avoiding emotional responses, even in adverse situations.
- **Attention to Detail**–Requires careful review of detail when reviewing work.
- **Initiative**–Requires the willingness to take on additional roles and responsibilities.

ACTIVITIES ON THE JOB

General

- Oversee activities concerned with product production, pricing, sales, distribution or services
- Review financial statements, activity reports, and other performance data to analyze productivity
- Identify business areas for cost reduction and program improvement opportunities
- Manage staff, prepare work schedules and assign duties
- Manage finances and budgets
- Maximize investments and improve efficiency

Hospitality and Retail

- Resolve customer complaints
- Manage staffing and performance evaluations
- Determine prices and discounts
- Analyze reports to project sales and goals

Industrial Production

- Review processing schedules or production orders to make decisions concerning inventory, staffing, procedures, and duties
- Analyze budget limitations and time constraints
- Manage production, processing, distribution, or marketing activities
- Develop or implement production tracking or quality control systems to detect production problems

Supply Chain

- Forecast demand and create supply plans
- Monitor forecasts and quotas to identify potential impact on supply chain
- Define and measure performance metrics
- Analyze inventories to increase efficiency

ADDITIONAL RESOURCES

- Management Club (Xavier University)
- American Management Association (AMA): www.amanet.org
- American Production & Inventory Control Society (APICS): www.apics.org
- Entrepreneurs' Organization (EO): www.eonetwork.org
- DECA: www.deca.org/college-programs