# BUSINESS MANAGEMENT & BUSINESS ADMINISTRATION

## CAREERS OVERVIEW

### COMMON INDUSTRIES
- Consumer Goods
- Business Services
- Financial Services
- Hospitality
- Insurance
- Sales
- Sports
- Technology

### TYPICAL BUSINESS MANAGEMENT CAREER OPTIONS

<table>
<thead>
<tr>
<th>POSITION/TITLE</th>
<th>SAMPLE OF COMPANIES</th>
<th>PRIMARY RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service</td>
<td>Fisher Investments, Vanguard, Ascensus, GEICO, Amazon</td>
<td>Client relationship management focused on delivering service, trouble-shooting, and customer retention. Primary function is to foster and maintain a positive customer experience.</td>
</tr>
<tr>
<td>Human Resources/Recruiting</td>
<td>ADP, Paychex, TEKsystems, Insight Global</td>
<td>Recruitment, management, and placement for the people who work in an organization. Can include employer relations, payroll, benefits, and training.</td>
</tr>
</tbody>
</table>
| Management | Macy’s, Target, Intuit, Enterprise | Retail Sales Manager – Setting sales goals, overseeing distribution of products, training team members, and daily operations of a retail store.  
Project/Unit Manager – Employed to help a company attain organizational objectives. Can involve leading a business unit where strategy and decision-making skills are important. |
| Hospitality Management | Marriott, MGM, Hilton | Hotel management training programs prepare you for careers in hospitality leadership, facility operations, sales management, and event coordination. |
| Management Trainee/ Rotational Development | GEICO, Enterprise, PepsiCo, Cintas, Sherwin-Williams, Raytheon | Practical experience gained via career development programs. Programs are 1 to 3 years, allowing trainees to be mentors and groomed for a leadership role. Each assignment instructs trainees about a different part of the business or industry operation. For those who are interested in a particular industry but do not yet know which business function they prefer. Can be part of a long-term leadership track. |
| Operations Management | Amazon, Aramark, Cintas | Plan, oversee, and coordinate the operations of a company. Typical responsibilities include procurement (acquiring goods and services from external sources), managing relations, and improving a use of resources. Opportunities can be found within corporation, government, and retail. |
| Sales | ADP, LinkedIn, Altria, Sports Franchises | B2B- Business to Business  
B2C- Business to Consumer  
Any organization requires a division that generates revenue. Development programs and apprenticeships are growing in popularity, instead of traditional sales training. |

### ENGAGEMENT OPPORTUNITIES
- Eller Management Association
- Professional Sales Club
- Eller Business Administration Board
- HEAL: Healthcare Focus Group
- Students Consulting for Nonprofit Organizations
- Sports Management Certificate
- Target Innovation Challenge
- Business of Entertainment
- Elllevator Pitch