

What Can I Do With A Major In.....Administrative Management?

Major Description: The Administrative Management (B.A.S.) Program is designed to move students into supervisory positions in corporate settings, retail environments, manufacturing plants, small enterprises and other businesses. Courses in management, marketing, and accounting help students blend their specific expertise with new managerial skills.

Some Related Job Titles*	Possible Employers	Additional Resources for more information:
Administrative Coordinator	Advertising Firms	Clayton State University homepage http://www.clayton.edu/ids/bas
Administrative Manager	Corporate Settings	
Administrative Specialist	Education Facilities	Books-Career Services Library
Administrator	Finance Facilities	Occupational Outlook Handbook https://www.bls.gov/ooh/
Airport Operations Manager	Government (local and federal)	O*NET http://www.onetonline.org/
Business Administrator	Healthcare Facilities	
Business Manager	Insurance Companies	FOCUS 2 https://www.focus2career.com/Portal/Login.cfm?SID=933 (use the access code "lakerpride" to create an account)
Director of Operations	Manufacturing Plants	
Executive Administrative Assistant	Non-Profit Organizations	
Level III Clerk	Political Offices/Headquarters	
Network Administrator	Retail Centers	
Office Manager	Service Industries (car rental, airlines, etc.)	
Project Manager	Small Enterprises	
Risk Management	Utility Service Providers (water, electricity, natural gas)	
Officer/Specialist		
Supervisor		

Primary Skills Needed: Communication (verbal and written), strong ability to organize data/material, strong decision-making ability, and delegate and motivate others

* This list is a sample of options. There are many more titles and employers from which to choose, this is just a sample of a few. When considering job titles for yourself, consider *your skills, knowledge, and experience level*. If you are unaware of your personal skill set, schedule a meeting with a career counselor at the phone number listed above. We look forward to helping you discover your "best fit" in a career based on your interests.