

WHAT CAN I DO WITH MY MAJOR IN

MANAGEMENT & ADMINISTRATION

OVERVIEW OF MAJOR

At the undergraduate level the John Molson School of Business offers a Bachelor of/Baccalaureate in Commerce (BComm) Major in Human Resource Management, a BComm Major in Management and Minors in both of these fields as well as Entrepreneurship. Students enrolled in the BComm program and majoring in Human Resource Management may apply to the Management Co-operative program. In addition, a Bachelor of/Baccalaureate in Business Administration (BAdmin) program is also offered. At the graduate level, the John Molson School of Business offers a range of programs. For details and the latest information go to the website at <http://johnmolson.concordia.ca>.

Management and administration prepare students for a broad range of careers and a broad range of businesses and work settings.

CELEBRATED MARKETING MAJORS

Indra Krishnamurthy Nooyi, CEO PepsiCo.

Monte R. Brewer, President and CEO of Air Canada

Barbara G. Stymiest, Canadian. President of Toronto Stock Exchange

John Sculley, CEO Apple Inc. Introduced “the Pepsi Challenge” at PepsiCo

Anthony Housefather, Concordia University Alumnus. Mayor, Côte Saint-Luc, QC

Claire Samson, Canadian. President Quebec Association of Television & Film

**EXAMPLES OF JOBS ACQUIRED BY
CONCORDIA GRADUATES**

The following job titles are representative of the types of entry-level positions for which Concordia University students are qualified upon graduation. Note that the numbers following each job title refer to Canada’s National Occupational Classification (NOC) code. For details on these titles go to <http://www5.hrsdc.gc.ca/NOC/>

- Account Manager (0611, 0114, 0122, 1232)
- Administrative Manager (0114)
- Buyer(1225, 6233)
- Consultant (1122)
- Event Planner (1226)
- Field Staff Coordinator (1221)
- Human Resources Administrator (0112)
- Human Resources Assistant (1442)
- Junior Account Manager (0112, 0122, 0611)
- Junior Business Analyst (1122)
- Junior Buyer (1225, 6233)
- Junior Product Analyst
- Junior Project Manager (1221)
- Management Controller (0111, 1111)
- Management Trainee (0122, 0621)
- Marketing Assistant
- Marketing Coordinator (0611)
- Marketing Manager (0611)
- Office Manager (1221)
- Operations Manager (0122)
- Project Manager (1221)
- Sales Administrator (0611)
- Sales Manager (0611)

MORE JOB TITLES

Most graduates work in managerial, administrative, accounting, finance, insurance, real estate, sales and marketing occupations. The titles below are not meant to be exhaustive but are representative of fields which management and administration majors pursue. Keep in mind that some occupations require further education (e.g., a higher degree, second degree, diploma). Note that the numbers following each job title refer to Canada's National Occupational Classification (NOC) code. For details on these titles go to <http://www5.hrsdc.gc.ca/NOC/>.

- Accountant (1111)
- Actuary (2161)
- Advertising Manager (0611)
- Airport Manager (0721)
- Art Gallery Manager (0511, 0621)
- Auditor (1111, 6435, 1228)
- Bank Manager (0122, 1232)
- Bar/Club Manager (0631)
- Business Valuator (1235)
- City Manager (0012)
- Controller (0111, 1111)
- Education Programs Administrator (0312)
- Entrepreneur (0621) •
- Health Care Administrator (0311)
- Hospital Administrator (0014)
- Hotel Manager (0632)
- Labour Relations Specialist (1121)
- Management Analyst (1122)
- Management Consultant (1122)
- Manufacturing Manager (0911)
- Market Researcher (4163)
- Mediator (1121)
- Personnel Manager (0112)
- Post-Secondary Administrator (0312)
- Power Plant Manager (0721)
- Promotions Manager (0611)
- Property Administrator (1224)
- Public Health Director (0411, 0311)
- Public Works Superintendent (0414)
- Quality Control Manager (0911)
- Records Administrator (0114)
- Restaurateur (0631)
- School Principal (0313)
- School Superintendent (0313)
- Support Services Manager (0114)

POTENTIAL WORK SETTINGS

Most of those in the field work for a wide variety of businesses and corporations in the private sector. Others work for the government, non-profit organizations or are self employed. To research specific employers who hire those in the field, there are many resources available in such locations as the Career Resource Centre, the Webster Library, Vanier Library and the Internet.

- Advertising Agencies
- Agricultural Settings
- Art Galleries
- Banking Institutions
- Brand Management Firms
- Business Industry
- Construction Companies
- Consumer Production Industry
- Corporate Sector
- Education
- Energy/ Oil and Gas
- Entertainment and Media
- Fashion Industry
- Financial Services
- Fund-raising Organizations
- Government Bodies
- Health Services
- Hedge Funds
- High Tech Industry
- Hotels/ Restaurants
- Human Resource Centers
- Insurance Companies
- Investment Banking Sector
- Investment Management Firms
- Libraries
- Management Consulting Firms
- Manufacturing Industry
- Marketing Firms
- Mining Industry
- Multinational Companies
- Museums
- NGOs
- Pharmaceuticals and Biotech
- Placement/Employment Agencies
- Police Departments
- Political Organizations
- Public Utilities
- Real Estate Firms
- Restaurants
- Retail Stores
- Technology Consulting Firms
- Telecommunications Industry
- Trade Market
- Transportation and Airlines

SKILLS AND CHARACTERISTICS

Skills important for success in the field include leadership, integrity, decisiveness, self confidence, organization, analytical ability, good communication and flexibility. Good managers must have a wide range of knowledge about many disciplines. In addition, students will find the following skills, interests, values and other characteristics valuable for succeeding in the field

- Ability to Motivate Others
- Adaptability
- Computer Skills
- Conflict Resolution Skills
- Coordination Skills
- Critical Thinking
- Cross-cultural Understanding
- Curiosity
- Data Interpretation Skills
- Decision Making Skills
- Ethical Judgment
- Interpersonal Skills
- Knowledge of Human Development and Behaviour
- Logical
- Motivation
- Numerical Computation Ability
- Organizational Skills
- Persuasion
- Planning and Budgeting
- Practical
- Problem Solving Skills
- Public Speaking Ability
- Social Perceptiveness
- Stress Management
- Strong Listening Skills
- Tact
- Teamwork Orientation
- Time Management Ability
- Written Expression

PROFESSIONAL ASSOCIATION AND OTHER LINKS

Making wise career decisions requires exploring your field. A multitude of Internet sites and other resources will help you do this to the best of your ability. Professional association sites, in particular, are very useful for their career descriptions and job hunting tips. Moreover, these authoritative sites frequently provide links to Internet sites which announce job openings and list potential employers. A few recommended sites are included below.

CANADIAN

Canadian Institute of Management

<http://www.cim.ca>

Aims to support the professional development and networking requirements of its members. Consider a discounted student membership with the Montreal branch. The many benefits of membership include access to job openings, information on trends and professional development.

Canadian Association of Management Consultants

<http://www.cmc-canada.ca>

Click on Site Map to learn about the field and profit from what the Association can offer you. The Member Directory provides names of potential employers.

INTERNATIONAL

American Management Association

<http://www.amanet.org>

Explore the Association's opportunities for ongoing professional development (e.g., workshops, events, online learning).

GMAC (Graduate Management Admission Council)

<http://www.mba.com/mba>

The well-known Graduate Management Admission Council provides advice on the GMAT, evaluating MBA schools, applying for the MBA and MBA career options.

International Association of Administration Professionals

<http://www.iaap-hq.org/>

With hundreds of chapters worldwide, the Association aims to enhance the value and competence of administration professionals through its programs, training and publications.

National Marketing Association

<http://www.nma1.org>

Click on the Site Map to learn about Member Services, Education and more for professionals.

Project Management Institute

<http://www.pmi.org>

A non-profit Institute which advocates for the profession. Click on Professional Development to discover more about advancing your career.

CREATE YOUR AMAZING CAREER – CAREER RESOURCE CENTRE TITLES

For those who need more help with their career and educational planning, the Career Resource Centre (CRC) offers books, pamphlets, DVDs and recommended Internet sites. It is located in the Hall Building, H-440, at 1455 de Maisonneuve Blvd. West. The following titles are just a few of the titles available in the CRC.

- Career Opportunities in Banking, Finance, and Insurance
- Careers in Entrepreneurship Career Panel (DVD format)
- Careers in Healthcare Management
- Careers in International Business
- Case Studies & Cocktails: The “Now What?”
- Guide to Surviving Business School
- Complete Canadian Small Business Guide
- On the Market: Strategies for a Successful Academic Job Search
- Opportunities in Business Management Careers
- Opportunities in Hospital Administration Careers
- Opportunities in Human Resource Management Careers
- Opportunities in Property Management Careers
- Great Application Essays for Business School
- Peterson’s MBA Programs
- Resumes for Business Management Careers
- Your MBA Game Plan