

## HUMAN RESOURCE MANAGEMENT- Career Resource Guide

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### Career Options

<b>Benefits</b>	Work with administration, development and cost containment.
<b>Compensation</b>	Oversee all areas of pay, benefits, equity and legal issues.
<b>Human Resources Generalist</b>	Handle day-to-day employment issues, from benefits to hiring.
<b>Human Resources Specialist</b>	Specialize in one or more areas: benefits, compensation and/or recruiting.
<b>International Human Resources</b>	Work with employment issues in an international arena.
<b>Labor Relations</b>	Work with unions and employee relations.
<b>Recruitment</b>	Determine staffing needs, advertise positions, interview and hire personnel.
<b>Training &amp; Development</b>	Train existing and new employees, assess program needs and develop and present training programs.

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### Business/Industry Job Titles

Compensation Analyst	Human Resources Assistant
Employee Liaison	Recruiter/Staffing Coordinator
Employment Specialist	Talent Acquisition Specialist
HR Systems Consultant	Training & Development Manager

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### Periodicals of Interest

**(Several of these resources may be found at the RMU Library.)**

Business International's Global Management Desk Reference  
Cases and Exercises in Personnel/Human Resource Management  
Cases and Policies in Personnel/Human Resource Management  
Cost of Living Index  
Federal Employment Microform: Job Placement Assistance for Displaced Workers  
Foreign Affairs  
Handbook of Healthcare Human Resource Management  
How to Measure Human Resource Management  
Human Relations  
Human Resource Management  
Human Resource Management in the Health Care Setting  
Human Resource Management Perspectives on TQM: Concepts and Practices  
Human Resources Briefing  
International Labour Review  
International Relations  
Journal of Business Ethics  
Journal of Counseling and Development  
Opportunities in Human Resource Management Careers \*  
Personnel: The Management of Human Resources  
Strategic Planning for Human Resources Management  
Vault Guide to Human Resource Careers \*

\* These books are available in the Career Center Library.

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### Associations/Societies

Association for Talent Development (ATD) *	<a href="http://www.td.org">www.td.org</a>
Benefits Link *	<a href="http://www.benefitslink.com">www.benefitslink.com</a>
Employee Benefit News (ebn)	<a href="http://ebn.benefitnews.com">http://ebn.benefitnews.com</a>
International Association for Human Resource Information Management (IHRIM) *	<a href="http://www.ihrim.org">www.ihrim.org</a>
International Foundation of Employee Benefit Plans *	<a href="http://www.ifebp.org">www.ifebp.org</a>
NASPA - Student Affairs Administrators in Higher Education *	<a href="http://www.naspa.org">www.naspa.org</a>
National Association of Personnel Services	<a href="http://www.naps360.org">www.naps360.org</a>
Pittsburgh Human Resources Association (PHRA) *	<a href="http://www.pittsburghhra.org">www.pittsburghhra.org</a>
Society for Human Resource Management *	<a href="http://www.shrm.org">www.shrm.org</a>
World Federation of People Management Associations	<a href="http://www.wfpma.com">www.wfpma.com</a>
WorldatWork - The Total Rewards Association *	<a href="http://www.worldatwork.org">www.worldatwork.org</a>

\* Contains employment listings

\*\* Contains employment listings for members

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## Career & Employment Websites

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HR Advice.com	<a href="http://www.hradvice.com/links.html">http://www.hradvice.com/links.html</a>
HR Jobs.org	<a href="http://www.hrjobs.org">www.hrjobs.org</a>
Human Resource Management Jobs	<a href="http://www.hrmjobs.com">www.hrmjobs.com</a>
Human Resources Jobs	<a href="http://www.humanresourcesjobs.com">www.humanresourcesjobs.com</a>
iHireHR	<a href="http://www.iHireHR.com">www.iHireHR.com</a>
Nation Job Network - Human Resource Jobs	<a href="http://www.nationjob.com/hr">www.nationjob.com/hr</a>
Occupational Outlook Handbook (OOH) - Search Human Resources Specialists and Labor Relations Specialists	<a href="http://stats.bls.gov/ooH">http://stats.bls.gov/ooH</a>
Workforce HR Jobs (Simply Hired)	<a href="http://www.simplyhired.com/k-workforce-hr-jobs.html">http://www.simplyhired.com/k-workforce-hr-jobs.html</a>

**Note:** A helpful list of general job search websites is available online through the Career Center website at [www.rmu.edu/careercenter](http://www.rmu.edu/careercenter).

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## Selected RMU Academic, Professional & Leadership Organizations

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Office of Student Civic Engagement	Society for the Advancement of Management
Residence Hall Association	Student Government Association
Society for Human Resource Management	Student Program Board

The Current Students – Quick Links: Activities & Organizations section of [www.rmu.edu](http://www.rmu.edu) has a complete listing of student organizations.

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## Salary Information

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National average salaries as reported by Salary.com as of 7/27/15:

Benefits Administrator I	\$47,067	Human Resources Generalist I	\$ 51,110
Benefits Analyst I	\$52,113	Human Resources Manager	\$ 91,091
Benefits Manager	\$92,419	Labor Relations Specialist I	\$ 60,049
Campus Recruiter	\$62,653	Payroll Supervisor I	\$ 57,867
Compensation Analyst I	\$57,019	Recruiting Director	\$125,530
Employee Assistance Program Coordinator	\$69,590	Regional HR Manager	\$ 98,551
Employee Relations Manager	\$97,890	Training Assistant I	\$ 39,050
Employee Relations Specialist II	\$67,461	Training Manager	\$ 93,174
Human Resources Assistant I	\$37,013	Wellness Program Manager	\$ 78,476

### 2015 RMU Salary Survey

M.S. Human Resource Management- Online

### Mean:

\$49,333

### Range:

\$32,000 - \$60,000

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## Bachelor-Level Hiring Organizations \*

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<b>Advance Staffing, LLC</b> - Recruiter	<b>LandAmerica</b> - Human Resource Assistant
<b>Alcoa, Inc.</b> - Talent Management Administrator	<b>Morneau Sobeco</b> - Benefits Analyst
<b>Bank of America</b> - Recruiting Coordinator	<b>Orbital Engineering, Inc.</b> - HR Payroll/Benefits Administrator
<b>Bayer Corporation</b> - Recruiting Assistant	<b>PNC Bank</b> - Client Services Recruiter
<b>Enterprise Rent-A-Car</b> - Recruiting Administrator	<b>Reed Smith, LLP</b> - Human Resources Specialist
<b>Federated Investors</b> - Compensation Analyst	<b>Schneider Downs &amp; Company, Inc.</b> - HR Representative
<b>FedEx</b> - Human Resource (HR) Administration	<b>Social Security Administration</b> - Claims Representative
<b>Giant Eagle</b> - Training & Development Specialist	<b>United States Steel Corporation</b> - Employee Portal Technician II
<b>Highmark Blue Cross Blue Shield</b> - Benefits Representative	<b>United States Steel Corporation</b> - HR Management Associate
<b>Jobhouse</b> - Human Resources Counselor	<b>Westinghouse Electric</b> - Human Resource Associate

\* Information for bachelor-level hiring organizations was collected over the past 7 - 9 years.

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## Master-Level Hiring Organizations

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<b>Appirio, Inc.</b> - Senior HCM Consultant	<b>Pittsburgh Transportation Group</b> - Human Resources Manager
<b>Arcadia Home Care &amp; Staffing</b> - Location Recruiter	<b>PLS Logistics Services</b> - Corporate Recruiter
<b>Bank of America</b> - Assistant VP/Foreclosure Specialist	<b>PNC</b> - Employee Relations Specialist
<b>BARD Holding, Inc.</b> - Human Resource Administrator	<b>Quest Diagnostics</b> - Human Resource Generalist
<b>BNY Mellon</b> - Class Actions Analyst	<b>Reed Smith LLP</b> - Benefits Specialist
<b>BNY Mellon</b> - Human Resources/Benefits Administrator	<b>rue21</b> - Recruiting Coordinator
<b>Business Records Mgmt.</b> - Human Resources Coordinator	<b>Select Medical</b> - Human Resources Coordinator
<b>Dollar Bank</b> - Administrative Assistant	<b>Susquehanna International Group</b> - Human Resources Associate
<b>Dynamic Research Corp.</b> - Human Resource Representative	<b>TIMET</b> - Benefits Coordinator
<b>Heritage Valley Health System</b> - Human Resource Consultant	<b>U.S. Army</b> - Logistics Officer
<b>Highmark</b> - Client Advisor	<b>United States Steel Corporation</b> - Pension Supervisor
<b>Human Services Admin. Organization</b> - Service Coordinator	<b>UPMC Mercy</b> - Employment Specialist
<b>NEP Broadcasting</b> - Human Resources Generalist	<b>Verizon Wireless</b> - Recruiter
<b>Partners for Quality</b> - Human Resources Specialist	<b>Volt Workforce Solutions</b> - National Account Manager
<b>Pittsburgh Public Schools</b> - Staffing Specialist II	<b>Wexford Health Sources</b> - Human Resources Generalist

Revised: 8/29/16