

MANAGEMENT- Career Resource Guide

Career Options

Branch Manager	Manage the operation and profitability of a branch bank.
Consulting	Analyze and offer solutions to management problems.
Distribution Management	Handle delivery of goods and services, warehousing, transportation, parts and service support.
Labor/Union Relations	Oversee issues related to unions including contract negotiations, grievances and work orders.
Nonprofit Management	Oversee the day-to-day operations of a business that is not-for-profit.
Office Management	Manage the office staff, supplies, vendors and equipment.
Project Management	Supervise staff on a project basis.
Purchasing	Handle issues related to buying goods and services including purchase orders, product quality and invoice payment.
Restaurant Management	Manage day-to-day operations of food service facility including scheduling, ordering, cost control and customer service.
Retail Management	Manage day-to-day operations in the retail arena. Oversee staff, formulate pricing policies and order merchandise.
Training and Development	Train new hires, clients and/or customers.

Business/Industry Job Titles

Account Manager	Meeting Planner
Airline Supervisor	Merchandising Manager
Consultant	Office Manager
Corporate Trainer	Personnel Manager
Customer Service Manager	Production Manager
Department Store Manager	Project Leader
Distribution Manager	Restaurant Manager
District Manager	Retail Manager
Hotel Manager	Sales Manager

Periodicals of Interest

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

Administrative Management
Advanced Management Journal
Association Management
Career Opportunities in the Retail and Wholesale Industry *
Careers in Focus: Business Managers *
Careers in Focus: Entrepreneurs *
Careers in Supply Chain Management *
Contemporary Sales Force Management
Entrepreneur's Guide *
Integrity Management: A Guide to Managing Legal and Ethical Issues in the Workplace
Management Innovators: The People and Ideas that Have Shaped Modern Business
Managing People: A Competence Approach to Supervisory Management
Peter Drucker on the Profession of Management
Retail Management: A Strategic Approach
The Concise Blackwell Encyclopedia of Management
The Fast Track: The Insider's Guide to Winning Jobs in Management Consulting, Investment Banking & Securities Trading *
The Open-Book Management Field Book
Training and Development

* These books are available in the Career Center Library.

Associations/Societies

Academy of Management *	http://aom.org
American Management Association	www.amanet.org
Financial Management Association (FMA) International **	www.fma.org
Financial Managers Society *	www.fmsinc.org
Institute for Supply Management **	www.instituteforsupplymanagement.org
Institute of Hospitality *	www.instituteofhospitality.org
Institute of Management Consultants USA	www.imcusa.org
Society for Human Resource Management *	www.shrm.org

* Contains employment listings

** Contains employment listings for members

Career & Employment Websites

Bloomberg Businessweek: Job Search	http://jobs.businessweek.com/a/all-jobs/list
BuyingJobs.com	www.BuyingJobs.com
Careers-in-Business	http://www.careers-in-business.com
Great Insurance Jobs.com	www.greatinsurancejobs.com
Hoover's: A D&B Company	www.hoovers.com
Occupational Outlook Handbook (OOH)- Search:	http://stats.bls.gov/ooh
- Administrative Services Managers	
- Management Analysts	
- Training & Development Managers	
SalesJobs.com	www.salesjobs.com

Note: A helpful list of general job search websites is available on the Internet Tip Sheet at www.rmu.edu/careercenter.

Selected RMU Academic, Professional & Leadership Organizations

American Marketing Association	RMU Investment Network
Club Managers Association of America	Society for Human Resource Management
Financial Management Association	Society for the Advancement of Management
Hospitality & Tourism Management Association	Sport Management Association
Phi Beta Lambda	Student Government Association
Residence Hall Association	Student Program Board

The Current Students – Quick Links: Activities & Organizations section of www.rmu.edu has a complete listing of student organizations.

Salary Information

2015 RMU Salary Survey: **Mean:** \$39,333 **Range:** \$17,500 - \$75,000

Bachelor-Level Internship Organizations

Bayer Corporation	E&C Services, Inc.	Ohio Valley General Hospital	United Way
Bender Consulting	Enterprise Rent-A-Car	PeopleShare	UPMC
Berkshire Hathaway	Fastenal	PLS Logistic Services	Waddell & Reed, Inc.
HomeServices	FedEx	Robert Morris University	Westinghouse Electric Corp.
BNY Mellon	Keystone Dedicated Logistics	The Buckle	
Burns & Scalo Roofing, Inc.	Legend Financial Advisors	The Sherwin-Williams Co.	
Calgon Carbon Corporation	Marshalls	Thermo Fisher Scientific Inc.	

Bachelor-Level Hiring Organizations

84 Lumber - Manager Trainee	Mercy Behavioral Health - Program Assistant
A.C. Dellovade, Inc. - Project Administrator	Milestone Community Builders - Real Estate Sales
ADP, Inc. - Account Executive, Insurance Services	Pepsi Beverages Company - Pre-sale Representative
AIReS - Relocation Specialist	Percheron, LLC - Document Specialist
Benjamin Marcus Homes, LLC - Project Manager	PLS Logistics Services - Account Executive
BNY Mellon - Account Analyst/Corporate Trust Administrator	PNC - Wealth Management Associate/Default Specialist I
Children's Hospital of Pittsburgh Foundation - Gift Processing Specialist	QBE FIRST - Insurance Operations
Cigna Healthcare - LTD- Claims Manager	RedZone Robotics - Benefits Administrator
Cintas Corporation - Sales Service Representative	RE/MAX Commercial Brokers - Commercial Real Estate Adviser
Corazon Consulting, Inc. - Business Analyst	Rivers Casino - Human Resource Coordinator
CTIA - Coordinator of Regulatory Affairs	Robert Morris University - Project Manager
Dollar Bank - Relationship Manager	Sallie Mae - Customer Resolutions Specialist
Dollar General - HR Representative I	Sherwin Williams - Assistant Manager/Management Trainee
Enterprise - Management Trainee	Solutions4networks - Account Manager
FBC Chemical Corporation - Purchasing/Procurement	Staffmark - Recruiter
FedEx - Business Sales Account Executive	Starbucks Coffee Company - Finance Rotational Associate
Finish Line - Assistant Manager	State Farm Insurance - Agency Team Member
Kraft Foods - Merchandiser	Thermo Fisher Scientific Inc. - Talent Coordinator
LA Fitness - Assistant General Manager	UPMC - HR Generalist/Buyer/Inside Sales Representative
Lakeshore Outdoor Sales - Business Analyst	UPMC Health Plan - Business Analyst
Lumber Liquidators, Inc. - Product Specialist	UPS - Operations Management Specialist
Marshalls - Retail Management Trainee	Valvoline Instant Oil Change - Assistant Manager
	Zappi Oil & Gas Co., Inc. - Oversight of Wells

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