

**PROFESSIONAL COMMUNICATIONS & INFORMATION SYSTEMS- Career Resource Guide**

**Career Options**

<b>College/University Instructor</b>	With a master's degree, teach at a part-time or adjunct level in college and university settings. Additional opportunities may exist at two-year community colleges and small private universities.
<b>Computer Support Specialists</b>	Provide help desk support, train new users, and perform systems back up and data recovery.
<b>Instructional Technology</b>	Develop written materials, programs, or technical aids for use in training programs.
<b>Multimedia Producer</b>	Make assignments and oversee the progress of writers, graphic artists, animators, programmers, video editors and game testers; may also do programming, artwork and usability testing.
<b>Online Magazine Editor</b>	Edit content for electronic publications.
<b>Professional Writing</b>	Write documents, speeches, press releases, and brochures.
<b>Project Manager</b>	Head a team of systems analysts and programmers on a project (often the development of a software system). Interact with end users and supervise the team.
<b>Social Media</b>	Manage the online reputation of an organization. Develop social media strategies. Establish social media profiles. Promote content on social news and bookmarking sites. Optimize social media linking strategies.
<b>Software Buyer</b>	Decide what software a computer store chain will sell, advertise it, and arrange special promotions. Review software, travel to trade shows, and meet with software vendors to negotiate prices and place orders.
<b>Systems Analyst</b>	Plan and develop methods for computerizing business tasks or improving existing systems; serve as link between computer resource center and users.
<b>Technical Recruiter</b>	Recruit job candidates to fill technical positions at large corporations.
<b>Technical Writer</b>	Write documents on technical products or services, such as user manuals, marketing brochures, and training materials.
<b>Visual Designer</b>	Communicate ideas, thoughts and business messages through various methods and materials, including computers.
<b>Web Designer/Master</b>	Design and create websites. Oversee an organization's presence on the Internet.

**Business & Industry Job Titles**

Account Manager	Network Administrator
Application Developer	Operational Technical Manager
Business Systems Analyst	Programmer
Communications Coordinator	Project Leader
Computer and Information Systems Manager	Reporter
Copywriter	Social Media Strategist
Corporate Development Assistant	Systems Analyst
Editor	Technical Instructor/Trainer
Event Planner	Technical Writer
Media Relations Representative	Technology Consultant

**Associations & Societies**

AIGA - the professional association for design **	<a href="http://www.aiga.org">www.aiga.org</a>
American Advertising Federation *	<a href="http://www.aaf.org">www.aaf.org</a>
American Marketing Association *	<a href="http://www.ama.org">www.ama.org</a>
Association for Computing Machinery (ACM) *	<a href="http://www.acm.org">www.acm.org</a>
Association for Information Science and Technology *	<a href="http://www.asist.org">www.asist.org</a>
Association of Information Technology Professionals **	<a href="http://www.aitp.org">www.aitp.org</a>
Business Marketing Association *	<a href="http://www.marketing.org">www.marketing.org</a>
IEEE Computer Society *	<a href="http://www.computer.org">www.computer.org</a>
Public Relations Society of America *	<a href="http://www.prsa.org">www.prsa.org</a>
Society for Technical Communication ** (partial access)	<a href="http://www.stc.org">www.stc.org</a>
Society of Publication Designers *	<a href="http://www.spd.org">www.spd.org</a>

\* Contains employment listings, \*\* Contains listings for members

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## Career & Employment Websites

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Bookjobs.com (Jobs in Publishing)	www.bookjobs.com
Computerjobs.com	www.computerjobs.com
Computerwork.com – Jobs for Technical People	www.computerwork.com
ComputerWorld	www.computerworld.com
Copyediting	www.copyediting.com
Dice: The Career Hub for Tech	www.dice.com
Freelance Writing	www.freelancewriting.com
Freelance Writing Jobs	www.freelancewritinggigs.com
Jobs.net – IT/Computer Jobs	http://it-computer.jobs.net
JournalismJobs.com	www.journalismjobs.com
MarketingJobs.com	www.marketingjobs.com
Occupational Outlook Handbook (search specific job titles)	www.bls.gov/ooh
Pittsburgh Technology Council	www.pghtech.org
Public Relations Society of America – Job Center	www.prsa.org/jobcenter
The Write Jobs – Journalism, Media, Publishing, Writing	www.writejobs.com

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

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## Selected RMU Academic, Professional & Leadership Organizations

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American Marketing Association	RMU-TV
Association of Computing Machinery	Rune (literary journal)
Colonial Ambassadors	Society for the Advancement of Management
Photography Club	Student Information Technology Advisory Committee
Public Relations Club	Student Program Board
Radio Club	The Patriot (yearbook)
RMU Ad Club	The Sentry (newspaper)
RMU Radio	Top Secret Colonials (cyber forensics)

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## Salary Information

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<b>2015 RMU Salary Survey</b>	<b>Range:</b> \$47,000 - \$56,000	<b>Mean:</b> \$51,500
<b>2013 RMU Salary Survey</b>	<b>Range:</b> \$30,000 - \$50,000	<b>Mean:</b> \$42,333
<b>2012 RMU Salary Survey</b>	<b>Range:</b> \$38,051 - \$50,000	<b>Mean:</b> \$46,017

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## Bachelor-Level Hiring Organizations

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<b>Acclamation Systems-</b> Systems Developer/Team Leader	<b>Highmark, Inc.-</b> Claims Processor
<b>Alcoa, Inc.-</b> Information Specialist	<b>Highmark, Inc.-</b> Technical Assistant
<b>Allegheny County Bar Association-</b> Membership Coordinator	<b>Industrial Scientific-</b> Production Manager
<b>Allegheny Intermediate Unit-</b> Tech Specialist	<b>Joy Mining Machinery-</b> Senior IT Analyst
<b>American Eagle Outfitters-</b> Enterprise Architect	<b>Laborers' Combined Funds of Western PA-</b> Web Architect
<b>ANH Refractories-</b> Manager of Support Services	<b>Liberty Mutual Insurance-</b> Lead Service Specialist
<b>Automatic Data Processing, Inc.-</b> Network Administrator	<b>M6 Technologies, Inc.-</b> Network Administrator
<b>Bayer-</b> Human Resources Talent Management Operations Admin.	<b>Matthews International Corporation-</b> Network Specialist
<b>BNY Mellon-</b> Supervisor	<b>National Network of Digital Schools-</b> RMA Administrator
<b>Brunner, Inc.-</b> Senior Account Director	<b>North American Energy Services-</b> Payroll Specialist
<b>Carnegie Mellon University-</b> Technology Consultant	<b>Oncology Nursing Society-</b> Membership Specialist
<b>Champion International Moving-</b> Manager of Information Tech.	<b>Phoenix Health Systems-</b> Manager of Information Security
<b>Coventry Health Care-</b> Service Desk Technician	<b>PNC-</b> Business Analyst
<b>Crown Castle International-</b> Database Administrator	<b>Select International-</b> Director of the Technology Department
<b>dbMotion-</b> Application Engineer	<b>Sewickley Academy-</b> Technology Coordinator
<b>Development Dimensions International-</b> Programmer/Analyst II	<b>United Food and Commercial Workers International Union-</b> Senior Computer Programmer/Analyst
<b>Eaton Corporation-</b> IT Analyst	<b>United Lender Services-</b> Recorder for Mortgages
<b>ECI Telecom-</b> System Administrator	<b>United States Bank-</b> Operations Manager III
<b>Federal Home Loan Bank of Pgh.-</b> Security Compliance Analyst	<b>United States Steel Corporation-</b> Business Service Specialist
<b>Federated Investors, Inc.-</b> Client Consultant	<b>UPMC-</b> Systems Analyst
<b>FedEx Ground-</b> Sales Analyst	<b>UPMC Corporate Services-</b> Interface Analyst
<b>Fenner Dunlop-</b> Applications Engineer	<b>V.E. Media Group-</b> Project Manager- Commercial Sales
<b>FirstEnergy Generation-</b> Advanced Generation Specialist	<b>Veolia Water-</b> Information Technology Coordinator
<b>Fiserv-</b> IT Manager	<b>Westcon-</b> Manager of Vendor Services
<b>Franklin Interiors-</b> Account Executive	<b>Wolf-</b> Assistant Director of IT
<b>GAI Consultants, Inc.-</b> Media Production Specialist	<b>Zenith Infotech-</b> Service Desk Engineer
<b>Giant Eagle, Inc.-</b> Data Analyst	
<b>GlaxoSmithKline-</b> Conference Center Manager	