

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

You've probably heard about how many great job opportunities there are in the management field. But is management the major for you? This booklet is designed to help you explore management as a career. It is divided into the following sections:

Contents:

Levels of Managers

Corporate Managers

Interpersonal Managers

Physical Managers

Science-Related Managers

Public Sector Managers

Private Sector Managers

For more information on these careers, use the Career Exploration Center library. See the University of Texas Department of Management for more information about majoring in management.

What is Management?

There are many industrially developed countries in the world, including the United States, with sophisticated government, business, social, educational, and service organizations. The leaders of these organizations are managers and are called by various names such as boss, director, department head, principal, chief executive officer, president, branch manager, executive and administrator.

All management jobs include planning, organizing, directing, and controlling. The degree to which each of these functions becomes part of a manager's responsibility depends on two things:

- The level and extent of the manager's authority, and
- The nature and size of the organization.

In larger organizations, managers track special functions, such as sales or finance. However, all managerial jobs involve interacting effectively with other employees, working toward a greater goal.

("Opportunities in Business Management Careers," Place, 1998)

LEVELS OF MANAGERS

SUPERVISOR or JUNIOR MANAGER

Plans and schedule day-to-day employee operations, directing each type of production or service activity

TEAM MANAGER

Works with small group of other employees to share ideas, overcome negative attitudes, and improve interpersonal communication skills

PROJECT MANAGER

Coordinates a design project through communication and teamwork, usually in computer science or engineering

MIDDLE MANAGER

Operates between junior and top managers, possibly overseeing branch or regional offices

INTERNATIONAL MANAGER

Oversees an overseas branch of a corporation or a department dealing specifically with international issues

TOP MANAGER

Oriented toward dictating and forecasting a group's policies and goals, with an eye toward social, technological, and political trends

CHIEF EXECUTIVE OFFICER

In charge of an entire company or corporation, maximizing profit while minimizing difficulties within the organization or its relationship with outside entities

Corporate Managers

CORPORATE MANAGER

Works with a larger organization, within any number of specialized departments, such as human resources, marketing, accounting, finance, etc.

ADMINISTRATIVE MANAGER

Oversees services specifically related to actual operation of a company, including organization, communication, and evaluation

INFORMATION SYSTEMS MANAGER

Oversees the data processing and network administration of an organization's computer systems

PURCHASING MANAGER

Engages in the business activity of buying materials, supplies, and services to reach an organization's goals

MARKETING MANAGER

Administers the sales and distribution of an organization, including economic forecasting and transportation

FINANCIAL MANAGER

Controls the legal and accounting departments of an organization

OFFICE MANAGER

Organizes and executes various office functions within an organization

Interpersonal Managers

HUMAN RESOURCES MANAGER

Oversees many critical personnel-related business functions, such as compensation, benefits, hiring, and firing

STAFF DEVELOPMENT MANAGER

Directs the training and continuing education of an organization's employees

HOSPITALITY MANAGER

Administers services toward guests of restaurants, hotels, motels, resorts, etc., focusing primarily on customer satisfaction

MEETING MANAGER

Plans and coordinates conventions, trade shows, conferences, and exhibitions by all types of organizations

PERSONAL MANAGER

Works closely with an individual to maximize their exposure and earnings

Physical Managers

FACILITY MANAGER

Coordinates physical workplace with people and work of an organization

OPERATIONS MANAGER

Controls procurement and production process within a manufacturing organization

PRODUCTION MANAGER

Controls the organization through final output of a particular product,(i.e. a magazine or newspaper in the visual arts)

INDUSTRIAL or MANUFACTURING MANAGER

Works to maintain output and maximize the efficiency of a particular production process of durable or non-durable goods

CONSTRUCTION MANAGER

Directs the building or remodeling of a structure, working with the architect, city officials, and the crew of workers

Science-Related Managers

HEALTHCARE MANAGER

Interfaces with patients and families in the administration and financing of health-related services, such as those found at hospitals, nursing homes, and personal care centers

PHARMACEUTICAL MANAGER

Assists in running drug-manufacturing companies, including areas such as research and development, marketing, and sales

RESEARCH AND DEVELOPMENT MANAGER

Conceptualizes a company's technical needs for development, through administrative and research activities

MANAGEMENT SCIENTIST

Uses a mathematical approach to analyzing business problems, screening options, and making decisions about resources such as time, money, people, space, and raw materials

Public Sector Managers

CITY OR COUNTY MANAGER

Oversees and coordinates day-to-day running of city, county, or regional governments

GOVERNMENT PROGRAM MANAGER

Oversees a government agency or program, in such areas as economics, social services, or diplomacy

NON-PROFIT MANAGER

Directs the operations of a non-profit, usually charitable, organization, in areas such as administration, recruitment, and fund-raising

SCHOOL PRINCIPAL or DIRECTOR

Heads an institution of learning, either public or private, budgets funds, and relates with personnel and students

SCHOOL ADMINISTRATOR or SUPERINTENDENT

Defines and implements the policies of a school district and maintains its quality

COLLEGE ADMINISTRATOR

Supervises certain facets of higher education, such as student affairs, financial affairs, or academic affairs

FARMING, FORESTRY, MINING or FISHING MANAGER

Maintains a balance between the use of these natural resources and their replenishment

Private Sector Managers

COMMUNICATIONS MANAGER

Maintains operations of a company related to disseminating information, such as telephone, Internet, print media, TV, or radio.

TRANSPORTATION MANAGER

Assists in organizing firms dealing with such modes of transport as airlines, bus, taxi, rent-a-car, railroads, or shipping and trucking.

PUBLIC UTILITIES MANAGER

Oversees development and distribution of needs such as gas, electricity, and water for a city, region, or state.

REAL ESTATE MANAGER

Directs a team of real estate agents and helps to maintain an up-to-date database of properties for sale or rent

INSURANCE MANAGER

Oversees activities of an insurance office, including the direction of sales, monitoring of claims, and keeping up to speed on insurance rates, coverages, and eligibility

RETAIL MANAGER

Maintains the day-to-day operation of one or more retail outlets

FOOD SERVICES MANAGER

Operates a fast-food franchise, restaurant, or in-house cafeteria, organizing areas such as procurement, personnel, marketing, and public relations

SERVICE MANAGER

Usually works for a retail store or supply company, overseeing repairs and maintaining product warranty information

SELF-EMPLOYED

Manages own business, overseeing all aspects to insure its success

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