

CAREER GUIDE – MANAGEMENT

Jobs for students with management majors are found in nearly all corporate, public sector, and non-profit organizations. Managing people does not generally occur until you have experience in a specific area of business. What you learn in your program will help you with a wide variety of roles in multiple industries.

Career To Do List

First Year



- Take MGMT 1200, Career & Professional Development in your first or second semester

Sophomore



- Select classes and projects that will help you build your knowledge and experience.
- Work with BCC on your resume and LinkedIn profile
- Explore career options with BCC and determine knowledge/experience gaps so you can fill them in your Junior and Senior years

Junior



- Take Management and business classes that will build on your career plan
- Fine-tune your resume with new project experience and attend a BCC Workshop
- Attend Career Fairs and Employer Spotlights; apply for internships (some summer internships are filled by December). Do not procrastinate
- Apply for a student club committee and help organize an event

Senior



- Consider an additional internship and fill experience gaps with academic projects
- Keep your eye on job postings and target employers and roles
- Update your resume and LinkedIn profile. Attend an Interview Prep Workshop, Employer Spotlights, and Career Fairs – develop your network and refresh your connections
- Apply for a student club leadership role; benefit from the experience and networking

ADDITIONAL MANAGEMENT CAREER INFORMATION

www.amanet.org

IN DEMAND SKILLS

Business Writing – Professional emails, reports, presentations – ‘business writing’ not ‘academic writing’

Presentation Skills – Confident, concise, and professional

Continuous Learning – Self-motivated approach to staying current in your field

Strong Excel, Word, and PowerPoint Skills; deliverables need to have well written content and also look professional

MANAGEMENT – CERTIFICATIONS & LICENSES

Project Management Professional (PMP)

Six Sigma Green Belt

Certified in Production and Inventory Management (APICS CPIM)

Certified Supply Chain Professional (APICS CSCP)

Professional in Human Resources (PHR)

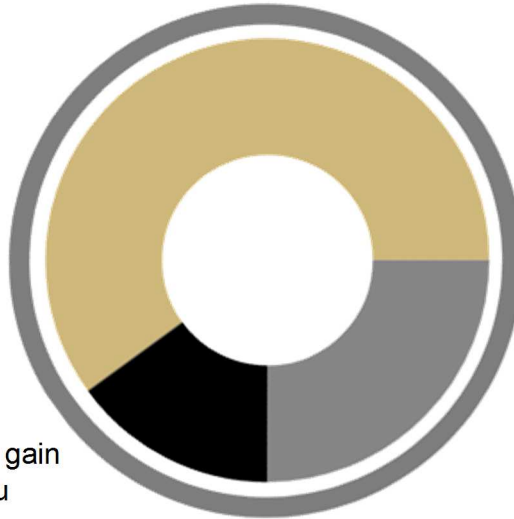
SHRM Certified Professional (SHRM-CP)



Preparation is Key to Career Success

Academic

Take great classes and complete projects in your area of emphasis. Work with your Academic Advisor to make sure you are on track.



Career Prep

It is important to learn how to excel in the job search process. It will help you get the job you deserve and will help you throughout your career. Your first job will not be your last job.

Internships

Business internships will help you gain skills and get a great job when you graduate.

MANAGEMENT CLUBS

CU Denver Business School – SHRM Student Chapter (Highly Recommended)
Or join any of the 14 student clubs at the Business School.

MANAGEMENT JOB TITLES – EARLY CAREER

- Administrative Services Manager
- Banker
- Contract Administrator
- Customer Service Representative
- Food | Beverage | Event Manager
- Human Resource Administrator
- Insurance Agent
- Investment Services Representative
- Inventory Specialist
- Management Trainee
- Meeting and Convention Planner
- Merchandise Manager
- Project Manager
- Property Manager
- Purchasing Agent | Supply Chain
- Operations Assistant
- Recruiter
- Retail Sales | Store Manager
- Sales Support | Account Manager

MANAGEMENT EMPLOYERS

- Public and Private Corporations
- Small Businesses
- Startups
- Marketing Agencies
- Manufacturing Companies
- Banks
- Financial Services | Investment Services
- Government Agencies and Universities
- Non-Profit Organizations
- Public Accounting Firms
- Marketing Consulting Firms
- Management Consulting Firms



BUSINESS SCHOOL
BUSINESS CAREER
CONNECTIONS