WHAT CAN I DO WITH A MAJOR IN … MANAGEMENT

OCCUPATIONAL OVERVIEW:
According to the UNM Anderson School of Management (ASM) website (2013), “Business Administration and Management is all about learning how to be a boss - how to run a successful, competitive company, and how to interact with clients, employees, shareholders, etc.” The O*NET website (2013) lists the following as some of the common responsibilities of General and Operations Managers: “oversee activities directly related to making products or providing services; manage staff, preparing work schedules and assigning specific duties; establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary; determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes; and plan and direct activities such as sales promotions, coordinating with other department heads as required.”

EMPLOYMENT REQUIREMENTS:
According to the BLS (2013), educational requirements for managers range from a high school diploma to a Master’s degree, depending on the industry and the exact responsibilities of the position. Consult O*Net for more information on the specific KSAs (Knowledge, Skill, Ability) that are required for this career.

THE UNIVERSITY OF NEW MEXICO:
The Anderson School of Management at the University of New Mexico offers both Bachelor’s and Master’s degrees in Business Administration with a General Management focus. For more information about these programs, please see the UNM Anderson School of Management website.

INDUSTRIES & TARGET EMPLOYERS:
A variety of employers specifically recruit UNM students and alumni. Consult UNM’s Lobo Career Connection for a complete list of employers and current job postings. Speak with a Career Development Facilitator at the UNM Office of Career Services for help with identifying employers or additional resources for your occupation of choice.

SUGGESTED STRATEGIES:
• Gain professional experience in your area of interest through involvement in internships, student employment, Co-ops, and/or volunteer opportunities. Internship opportunities are listed on the Anderson Career Services website and are also sent out through the concentration list-servs.
• Shadow professionals in your field of interest to gain a better understanding of their occupation and to build relationships with professional mentors.
• Take advantage of the many networking opportunities sponsored by Anderson Career Services.
• Get involved on campus through student organizations and campus events. Find organizations and events at the Student Activities Center website.
• Attend career-related campus events such as career fairs, company information sessions, and or career workshops.
• Students who are interested in graduate school should maintain a high undergraduate GPA and develop relationships with faculty and community leaders.
• Speak with mentors and faculty about career opportunities.
• Additional information can be found on your department’s website, list-servs, newsletters, and social media sites.
STATE AND NATIONAL WAGES:
Adapted from Career One Stop 2013

GENERAL AND OPERATIONS MANAGERS

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<tr>
<th>Location</th>
<th>Pay Period</th>
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INFORMATIONAL WEBSITES:
American Business Women’s Association  http://www.abwa.org/L1.do?pageName=abwa-home-page
American Management Association  http://www.amanet.org/
National Management Association  http://www.nma1.org/

http://onetonline.org

http://www.bls.gov/

REFERENCES:


University of New Mexico, Anderson School of Management (2013). Retrieved from http://www.mgt.unm.edu/