ROBERT MORRIS UNIVERSITY rmu.edu/csspd
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MANAGEMENT- Career Resource Guide

Potential Career Options

Below is a sample of related career options; for some, additional experience and/or further education may be helpful or required.

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.

Sample Job Titles

Account Executive
Account Manager
Account Representative
Business Analyst
Commercial Real Estate Advisor
Consultant
Coordinator
Corporate Trainer
Customer Advocate
Customer Service Representative
Department Store Manager
Distribution Manager
District Manager
Financial Advisor
Financial Professional Associate
Franchisee
Hotel Manager
HR Representative
Human Resource Specialist
Inside Sales Manager
Leadership ACCEL Program
Logistics Coordinator
Management Trainee
Manager/Shift Manager
Meeting Planner
Merchandising Manager
Office Manager
Operations Specialist
Personnel Manager
Priority Customer Service Representative
Production Manager
Program Support Assistant
Project Leader
Quality Review Specialist
Recruiter
Relationship Manager
Restaurant Manager
Retail Management Trainee
Sales Consultant
Sales Service Representative
Securities Settlement Processor
Service Coordinator
Treasury Coordinator
Undergraduate Admissions Counselor
Wealth Management Associate

Career Information Resources

Vault is a comprehensive career resource that includes industry and profession overviews; rankings and profiles for employers and internship programs; a job and internship database; career articles, blogs and videos; sample resumes, cover letters and interview questions; and over 100 career guides. A selection of the Vault Guides is listed below.

Vault Guide to:
Business Administration Jobs, Second Ed.
Entrepreneurial Jobs
Event Planning Jobs
Facilities Management Jobs
Government Agency Careers
Human Resources Jobs

Vault Career Guide to:
International Careers, Second Edition
Real Estate, Second Edition

Refer to the CSSPD website for links to Vault, the Career Development Tip Sheets, and Handshake (jobs, career paths & events).

Associations/Societies

Academy of Management *	http://aom.org
American Management Association (AMA) *	www.amanet.org
APICS Pittsburgh Chapter *	http://apics-pgh.org
Financial Management Association (FMA) International **	www.fma.org
Financial Managers Society (FMS) *	www.fmsinc.org
Institute for Supply Management (ISM)*	www.instituteforsupplymanagement.org
Institute of Hospitality *	www.instituteofhospitality.org
Institute of Management Consultants USA (IMC USA)	www.imcusa.org
Society for Human Resource Management (SHRM) *	www.shrm.org

* Contains employment listings; ** Contains employment listings for members

Career & Employment Websites

Careers-in-Business	www.careers-in-business.com
CollegeGrad	https://collegegrad.com/careers/management
D&B Hoovers	www.hoovers.com
Great Insurance Jobs.com	www.greatinsurancejobs.com
Occupational Outlook Handbook (OOH)- Search: - Administrative Services Managers - Management Analysts - Training & Development Managers	https://stats.bls.gov/ooh
SalesJobs.com	www.salesjobs.com

Refer to www.rmu.edu/cpdc for a link to the Internet Tip Sheet (general job search websites) and Handshake (job postings and events).

Selected RMU Activities & Organizations

American Marketing Association
APICS (The Association for Operations Management)
Club Managers Association of America
Financial Management Association
Hospitality & Tourism Management Association
Phi Beta Lambda
Society for Human Resource Management
Society for the Advancement of Management
Sport Management Association
Student Government Association

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

Bachelor-Level Internship Organizations

ADP
Aires
Atlas (Jimmy John's)
Bayer
Bender Consulting
Berkshire Hathaway HomeServices
BNY Mellon
Burns & Scalo Roofing, Inc.
Calgon Carbon Corporation
Elkem Silicon Materials
Enterprise Rent-A-Car
Fastenal
FedEx
Hobby Prodigy
Hope Grows
Keystone Dedicated Logistics
Legend Financial Advisors
Live Nation Pittsburgh
Lunova Group
Marshalls
Maurices
McKesson Mondelez International
North East Regional Consulting
Northwestern Mutual
Ohio Valley General Hospital
PeopleShare
PLS Logistic Services
PPG Architectural Coatings
Randy Belansky, LLC
Resco Products
Rivers Casino
Robert Morris University
rue 21
The Sherwin-Williams Co.
The Talent Group
Thermo Fisher Scientific Inc.
United Way
UPMC
Villa St. Joseph
Waste Management
WE-EF Lighting USA LLC

Bachelor-Level Hiring Organizations

ADP
Aires
Alinma Bank
All Lines Technology
Amel's Restaurant
BNY Mellon
Casey Ball Supports Coordination, LLC
Cintas Corporation
Comcast
Corazon Consulting, Inc.
Dedicated Nursing Associates
Dollar Bank
Dollar General
DVPR
Enterprise
Erie Insurance
FedEx
Giant Eagle, Inc.
Harry L. Bubb Associates
Heritage Valley Health System
Hyatt Hotel
Keystone Dedicated Logistics
LANXESS
Management Science Associates
Marriott
Marshall
McKesson
MillerCoors
Northwestern Mutual
NVR Inc. Ryan Homes
PEAK Technical Staffing
PLS Logistics Services
PNC
Primanti Bros.
Prudential Financial
Quicken Loans
RE/MAX Commercial Brokers
Rite Aid Corporation
Rivers Casino
Robert Morris University
Rodgers Insurance Group
Sam's Club
SMGI
Specialty Consultants Inc.
Sprint Business
Starbucks Coffee Co.
State Farm Insurance
Subway
The Hershey Company
The Sherwin-Williams Company
Thermo Fisher Scientific
Total Quality Logistics (TQL)
U.S. Department of Veterans Affairs, ORM
U.S. Environmental Protection Agency
UPMC
UPS
Verizon
Waste Management