HUMAN RESOURCE MANAGEMENT
What can I do with this degree?

This program will prepare candidates in the development of managing the progress of employees in organizations, and to provide related services to individuals and groups. “Candidates will study topics related to personnel and organization policy, human resource dynamics and flows, labor relations, sex roles, civil rights, and human resources law and regulations. Candidates will also learn about motivation and compensation systems, career management, employee testing and assessment, recruitment and selection, job training programs, and the management of human resources programs and operations” (DISCOVER, n.d.).

The National Association of Colleges and Employers (2011) reports that hiring for the Class of 2011 (all majors) nationally is up 5.9% with an average salary offer of $50,462. Hiring for the Midwest region is reported by The Collegiate Employment Research Institute (2010) as also increasing by 10% for Bachelor graduates with an average salary of $36,866, which is down from the past two years. The Midwest Colleges and Employers Association (2010) reports regional (12 state Midwest region) hiring is increasing by 9% with an average starting salary of $35,453 for all Bachelor degree recipients.

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<tr>
<th>AREAS</th>
<th>EMPLOYERS</th>
<th>PREPARATION</th>
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<tbody>
<tr>
<td>MANAGEMENT</td>
<td>• Business and industry including:</td>
<td>• Be prepared to start in entry-level management trainee positions.</td>
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<td></td>
<td>• Banks and financial institutions</td>
<td>• Gain experience through internships or jobs.</td>
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<td></td>
<td>• Retail stores</td>
<td>• Work at a retail store or restaurant, and advance into an assistant manager position.</td>
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<td>• Restaurants</td>
<td>• Get involved in student organizations and assume leadership roles.</td>
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<td>• Hotels</td>
<td>• Demonstrate an entrepreneurial spirit, a strong work ethic, integrity, and a sense of independence.</td>
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<td>• Service providers</td>
<td>• Take courses in a secondary specialty such as marketing or information systems to increase job opportunities.</td>
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<td>• Healthcare organizations</td>
<td>• Learn to work well on a team.</td>
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<td>• Local, state and federal government</td>
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<td>• Self-employed</td>
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<td>• Nonprofit organizations</td>
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<tr>
<td>HUMAN RESOURCE MANAGEMENT</td>
<td>• Large corporate entities</td>
<td>• Take courses in the social sciences such as psychology and sociology.</td>
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<td></td>
<td>• Service industry</td>
<td>• Gain relevant experience through internships.</td>
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<td>• Hospitals and healthcare organizations</td>
<td>• Develop strong verbal and written communication skills.</td>
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<td>• Universities</td>
<td>• Learn to solve problems creatively.</td>
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<td>• Temporary or staffing agencies</td>
<td>• Develop strong computer skills because many human resource systems are automated.</td>
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<td>• Executive search firms</td>
<td>• Join the Society of Human Resource Management and other related professional associations.</td>
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<td>• Local, state and federal government</td>
<td>• Be prepared for continuous learning once in the profession.</td>
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<td>• Labor unions</td>
<td>• Earn a master’s degree for career advancement.</td>
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SALES
• Industrial Sales
• Consumer Product Sales
• Financial Services Sales
• Services Sales
• Advertising Sales

• Profit and nonprofit organizations
• Product and service organizations
• Manufacturers
• Financial companies
• Insurance companies
• Print and electronic media

• Obtain experience through internships or sales jobs.
• Must be highly motivated and well organized.
• Proven leadership abilities are desirable.
• Develop a strong commitment to customer satisfaction.
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</table>
| **OPERATIONS MANAGEMENT** | • Manufacturers  
• Industrial organizations  
• Service organizations | ❖ Develop strong analytical skills and a logical approach to problem solving.  
❖ Take additional courses in statistics and computer systems. This is a more technical side of business.  
❖ Learn to manage multiple situations and problems.  
❖ Be able to communicate with different types of people in various functional areas.  
❖ Earn an MBA to reach the highest levels of operations management. |
| • Operations Research Analysis  
• Business strategy  
• Facilities layout  
• Inventory control  
• Personnel scheduling  
• Production Management  
• Line supervision  
• Manufacturing management  
• Production planning  
• Quality assurance  
• Materials Management  
• Purchasing/buying  
• Traffic management | | |
| **BANKING** | • Banks  
• Credit unions  
• Savings and loan associations  
• Financial services institutions  
• Federal Reserve banks | ❖ Develop a solid background in business including marketing and accounting.  
❖ Get experience through part-time, summer, or internship positions in a bank.  
❖ Develop strong interpersonal and communication skills in order to work well with a diverse clientele. |
| • Commercial Banking  
• Retail/Consumer Banking  
• Credit Analysis  
• Lending  
• Trust Services  
• Mortgage Loans  
• Branch Management  
• Operations | | |
| **INSURANCE** | • Insurance firms  
• Banks | ❖ Complete an internship with an insurance agency.  
❖ Talk to professionals in the industry to learn more about claims, underwriting, and risk management.  
❖ Many good, entry-level positions exist in these areas.  
❖ Initiative and sales ability are necessary to be a successful agent or broker.  
❖ Develop strong communication skills as many positions require interaction with others and the ability to explain information clearly and concisely. |
| • Claims  
• Underwriting  
• Risk Management  
• Sales  
• Loss Control | | |
| **REAL ESTATE** | • Real estate brokers  
• Banks  
• Appraisal firms  
• Apartment and condominium complexes  
• Developers | ❖ Obtain sales experience through part-time, summer, or internship positions.  
❖ Research the process of becoming a real estate broker through the National Association of Realtors.  
❖ Develop an entrepreneurial spirit.  
❖ Research apprenticeships in appraisal. |
| • Residential Brokerage  
• Commercial Sales  
• Appraisals  
• Property Management | | |
HUMAN RESOURCE MANAGEMENT
What can I do with this degree?

<table>
<thead>
<tr>
<th>STRATEGIES</th>
<th>LINKS</th>
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<tr>
<td>• Management is a broad business degree that can lead to many career opportunities. Students should clearly define their career goals and seek related experiences to reach those goals.</td>
<td>Society of Human Resource Management</td>
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<tr>
<td>• Gaining experience through part-time and summer jobs or internships is critical.</td>
<td>American Management Association</td>
</tr>
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<td>• Many desirable skills can be developed through participation in and leadership of student organizations.</td>
<td>Human Resources, Training, and Labor Relations Managers from the Occupational Outlook Handbook</td>
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<td>• Develop and utilize a personal network of contacts. Once in a position, find a mentor.</td>
<td>Administrative Services Managers from the Occupational Outlook Handbook</td>
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<tr>
<td>• Consider earning an MBA after gaining work experience to reach the highest levels of business management.</td>
<td>Loan Officers from the Occupational Outlook Handbook</td>
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<tr>
<td>• Learn to work well in a team and effectively with a wide variety of people.</td>
<td>Real Estate Brokers and Sales Agents from the Occupational Outlook Handbook</td>
</tr>
<tr>
<td>• Strong communication skills, including public speaking, are important to achieving success in this field.</td>
<td>Securities, Commodities, and Financial Services Sales Agents</td>
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Prepared by the Career Planning staff of Career Services at The University of Tennessee, Knoxville. (2003)

The following is a representative sample of types of job positions in human resources management (not all possible options are listed):

**Employee Benefits Manager**
This field is expected to grow at a rate of +0.8% annually (Economic Research Institute, 2010). Nationally, there are 147,500 employed positions with an annual national salary averaging $72,000 per year (United States Department of Labor, 2009). In Minnesota, there are 2,660 employed positions with an annual state salary averaging $76,000 per year (United States Department of Labor). The starting salary for an Employee Benefits Manager is $44,500 on the national level and $76,000 in Minnesota. This field requires a Graduate degree (DISCOVER, n.d.).

**Employment Interviewer**
This field is projected to grow at a rate of +2.8% annually (Economic Research Institute, 2010). Nationally, there are 198,000 employed positions with an annual national salary averaging $56,000 per year (United States Department of Labor, 2009). In Minnesota, there are 3,050 employed positions with an annual state salary averaging $59,000 per year (United States Department of Labor). Employment Interviewers starting salary is $43,500 on the national level and $46,000 in Minnesota. While a Bachelor’s degree is not required it is preferred (DISCOVER, n.d.).

**Human Resources Manager**
Human Resources Managers are growing at a rate of +0.9% annually (Economic Research Institute, 2010). On a national level, there are approximately 63,000 employed positions with an annual national salary averaging $90,000 per year (United States Department of Labor, 2009). In Minnesota, there are 2,370 employed positions with an annual state salary averaging $95,000 per year (United States Department of Labor). Averages for starting salary are approximately $71,000 per year on the national level and $75,000 per year in Minnesota. A Master’s degree in Human Resources, Labor Relations, or Business Administration is the preferred education requirement (DISCOVER, n.d.).

**Human Resources Recruiter**
Human Resources Recruiters are expected to grow at a rapid pace of +2.8% annually (Economic Research Institute, 2010). There are 198,200 employed positions nationwide averaging an annual salary of $56,000 per year (United States Department of Labor, 2009). In Minnesota, there are 3,050 employed positions averaging an annual salary of $59,000 per year (United States Department of Labor).
Mediator
This profession is projected to grow at a rate of +1.4% annually (Economic Research Institute, 2010). Nationally, there are 8,100 employed positions with an annual national salary averaging $48,500 per year (United States Department of Labor, 2009). In Minnesota, there are 180 employed positions with an annual state salary averaging $51,000 per year (United States Department of Labor). Mediators starting salary is $39,500 on the national level and $41,500 in Minnesota. A Graduate degree is required for this profession (DISCOVER, n.d.).

Training/Education Manager
The Training/Education Manager field is projected to grow at a rate of +2.2% annually (Economic Research Institute, 2010). At the national level, there are 234,300 employed positions with an annual salary averaging $72,000 per year (United States Department of Labor, 2009). In Minnesota, there are 5,300 employed positions with an annual state salary averaging $76,000 per year (United States Department of Labor). This profession has a starting salary of $57,000 per year on the national level and $76,000 per year in Minnesota. This profession requires a Graduate degree (DISCOVER, n.d.).

Volunteer Coordinator
Volunteer Coordinators is projected to grow at a rate of +1.4% annually (Economic Research Institute, 2010). Nationally, there are 113,800 employed positions with an annual national salary averaging $68,000 per year (United States Department of Labor, 2009). In Minnesota, there are 2,480 employed positions with an annual state salary averaging $71,500 per year (United States Department of Labor). Starting salaries for a Volunteer Coordinator is $54,000 on the national level and $57,000 in Minnesota. A Bachelor’s degree is the minimum education requirement (DISCOVER, n.d.).

For additional information please follow the provided links below:

- Career One Stop: [http://www.careeronestop.org/](http://www.careeronestop.org/)
- O*Net Online: [http://www.onetonline.org/](http://www.onetonline.org/)