

What Can I do with my degree in...Bachelor of Business Administration?

Knowing What's Expected

If you are well organized, interested in the business world and love solving problems, you will enjoy the options that the Bachelor of Business Administration degree affords.

Jobs in this field require the ability to perform a wide variety of administrative functions.

Transferable Skills

- ❖ Excellent Communication, organizational and negotiation skills
- ❖ Initiative and ability to accept new ideas and take risks
- ❖ Ability to analyze detailed information accurately and quickly is necessary in order to make decisions

Your Choices

A Bachelor of Business Administration opens the door to many functional areas of business. As a result, depending on the concentration of your studies, you may pursue occupations in business sectors such as accounting, finance, human resource management and marketing and sales.

* Additional training or certification may be required in certain sectors.

Careers for Business Administration Majors

- ❖ Accountant
- ❖ Administrative Executive
- ❖ Banker
- ❖ Chief Executive Officer
- ❖ City Manager
- ❖ Controller
- ❖ Consultant
- ❖ Department Store Manager
- ❖ Director
- ❖ Human Resource Manager
- ❖ Insurance Underwriter
- ❖ Insurance Broker/Agent
- ❖ Insurance Risk Manager
- ❖ Marketing Representative
- ❖ Public Relations Specialist
- ❖ Retail Manager
- ❖ School Administrator

Necessary Skills

- ❖ Ability to direct others
- ❖ Comfortable making decisions and taking responsibility
- ❖ Ability to work as a part of a team
- ❖ Organized

What Employers Want

Contributions you make to your community reflect well on you as an individual. Employers are looking for students who are dedicated, hard working, and show a commitment to their interest.

By getting involved in on-campus societies like the Business & Tourism Society (See www.mountstudents.ca) and volunteering early, you will not only show credibility in your area of interest but also a willingness to work towards goals.

Associations

Why join now? Professional associations are a great way to network within your field of study. Not only do these organizations help get you connected, they also help keep you well-informed. Many also have discounted student membership rates.

Advancing Canadian Entrepreneurship
www.acecanada.ca

Metropolitan Halifax Chamber of Commerce

www.halifaxchamber.com

Canadian Youth Business Foundation
www.cybf.ca

Economic Developers Association of Canada

www.edac.ca

Canadian Bankers Association
www.cba.ca

Canadian Council of Human Resources Associations

www.chrpcanada.com

Available Reference Materials

What to do with you degree

- ❖ Great Jobs for Business Majors
- ❖ Job Opportunities in Business
- ❖ Job Opportunities for Business Majors

Occupation Information

- ❖ Careers for Self –Starters and Other Entrepreneurial Types
- ❖ Opportunities in International Business careers

Directories

- ❖ Who's Hiring
- ❖ Business Directory for Metropolitan Halifax Chamber of Commerce
- ❖ Canadian Career Directory

Job Searching

Job Hunting Websites

- ❖ www.msvu.ca/careerplanning
- ❖ Centre for Entrepreneurship Education and Development
- ❖ www.ceed.ednet.ns.ca
- ❖ Financial Planners Standard Council
- ❖ www.cfp-ca.org
- ❖ Nova Scotia's Economic Renewal Agency
www.gov.ns.ca/econ
- ❖ Atlantic Canada Jobs & Employment
www.atlanticjobs.com
- ❖ Industrial Directory for Nova Scotia
- ❖ www.industrypartners.net
- ❖ Government of Canada
<http://jobs.gc.ca/>

For More Information Visit:

www.msvu.ca/careerplanning
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E-mail: careerplanning@msvu.ca