OCCUPATIONAL TITLES

• Staff member for politician
• Administrative Aide
• Human Resource Manager
• Credit and Collections Personnel
• Paralegal (additional training)
• Marketing Research Analyst
• Teaching (additional training)
• Urban and Regional Planners
• Management
• Social Service Administrator
• Population & Demographic Analyst
• Buyer
• Insurance Agent
• Parole Agent
• Realtor
• Public Administrator
• Salesperson
• Account Representative
• News Reporter
• Playwright
• Magazine Editor
• Attorney (after law school)
• Television Producer
• Interior Designer
• Consultant
• Communication Skills Trainer
• Public Relations Specialist
• Law Clerk
• Entrepreneur

EMPLOYMENT SETTINGS

• Federal Agencies
• Smithsonian
• National Archives
• Library of Congress
• Intelligence Services
• Forest Services
• Public Interest Advocacy Group
• Banks/financial Institutions
• Public and Private Schools
• Political Campaigns
• Wholesalers
• Retailers
• Politics
• Manufacturers
• Journalism
• Government agencies
• Nonprofit Organizations
• Health and social service organizations
• Retailing:
• Marketing research firms
• Local Departments of Health
• Specialty
• Research institutes
• Department Stores
• Health services organizations
• Telecommunication
• Community welfare org.
• Public utilities
• Insurance
• National, political party headquarters

SKILLS & ABILITIES

• Foreign language
• Computer skills
• Creativity
• Leadership
• Logical
• Decision making
• Good listening skills
• Risk-taker
• Team building
• Problem solving
• Assertive
• Public speaking
• Tactful
• Reliability
• Resourcefulness
• Objectivity
• Open-mindedness
• Dependable
• Confident
• Manage or direct others
• Detail-oriented
• Negotiation
• Collaboration
• Persuasion
• Analytical ability
• Interpersonal skills
• Organization
• Enthusiasm
• Flexible
• Systematic work habits
• Hard-working
• Written communication skills

TYPICAL WORK ACTIVITIES

• Reading and digesting publications and journals
• Handing out surveys and coordinating the assimilation of data
• Proofreading papers
• Collecting and analyzing data
• Writing reports, articles or books
• Problem solving and troubleshooting
• Planning and organizing events
• Prioritizing tasks so as to make efficient use of time and resources

RESOURCES & Internet Sites

(Refer to other “What Can I Do With A Degree In...” handouts for specific areas or concentrations.)

OFFICE OF CAREER SERVICES

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