

WHAT CAN I DO WITH MY **BUSINESS TECHNOLOGY ADMINISTRATION DEGREE?**



UMBC - CAREER SERVICES CENTER

SYSTEMS ANALYSIS / DEVELOPMENT

Management Consulting Firms, Computer Manufacturers, Computer Service Co.

- ≡ Systems Analyst
- ≡ Programmer/Analyst
- ≡ Systems Integrator
- ≡ Test Engineer
- ≡ Associate Systems Analyst
- ≡ Digital Systems Analyst
- ≡ Operations Analyst
- ≡ Systems Consultant
- ≡ Systems Manager
- ≡ Chief Technology Officer
- ≡ Information Systems Specialist

DATABASE MANAGEMENT

- ≡ Database Administrator
- ≡ Data Retrieval Specialist
- ≡ Database Specialist
- ≡ Database Manager
- ≡ Data Administrator
- ≡ Data Control Manager

DATA PROCESSING MANAGEMENT

Hospitals, Educational Institutions, Manufacturing Co., Government, Financial Co.

- ≡ Data Processing Installer
- ≡ EDP Manager
- ≡ EDP Systems Sales Rep.
- ≡ Data Processing Director
- ≡ Data Processor
- ≡ Data Processing Manager
- ≡ EDP Systems Analyst

INTERNET

- ≡ On-Line Services Sales Rep.
- ≡ Internet Consultants
- ≡ Cyber Journalist
- ≡ On-Line Researcher

BUSINESS MANAGEMENT

Financial Institutions, Restaurants, Hotels, Service Providers, Manufacturers, Government, Nonprofit Organizations, Healthcare Organizations, Industrial Organizations

- ≡ Public Administration Manager
- ≡ Advertising Manager and Planner
- ≡ Leadership Development Analyst
- ≡ Development & Planning Specialist
- ≡ Business Operations Specialist
- ≡ Leasing Consultant
- ≡ Budget Monitor
- ≡ Proposal Analyst
- ≡ Business Continuity Planner
- ≡ Office Coordinator
- ≡ Business System Administrator
- ≡ Business Analyst
- ≡ Facilities Manager
- ≡ Contract Monitor

TECHNICAL SUPPORT

Software / Hardware / System Developers, Technical Service Providers, Retail, Education Institutions

- ≡ IT Administrator
- ≡ Computer Specialist
- ≡ IT Consultant
- ≡ IT Contractor
- ≡ IT Specialist
- ≡ IT Project Manager

SALES

Retail Store, Manufacturer, On-line Services Co., Computer Learning Center

- ≡ Marketing Representative
- ≡ Software Buyer
- ≡ Field Sales Rep.
- ≡ Technical Sales Rep.
- ≡ Sales Engineer
- ≡ Product Evaluator

HUMAN RESOURCES

Healthcare Organizations, Higher Education, Executive Search Firms, Government, Labor Unions

- ≡ Technical Recruiter
- ≡ Human Resource Assistant
- ≡ Software Talent Agent
- ≡ Human Resource Manager
- ≡ High Tech Head Hunter
- ≡ Human Resource Specialist

FINANCE

Banks, Credit Unions, Savings & Loan Associations, Financial Services Institutions, Federal Reserve

- ≡ Loan Officer
- ≡ Financial Analyst
- ≡ Financial Specialist
- ≡ Financial Consultant

EDUCATION

In-house Departments, Computer Learning Centers, Computer Training Firms

- ≡ Computer Education Specialist
- ≡ Training Specialist
- ≡ New Product Instructor
- ≡ Internet Instructional Designer
- ≡ Computer Teacher
- ≡ Internet Instructor

DOCUMENTATION / PUBLISHING

Computer Trade Magazines, Hardware/Software Manufacturers, Publishing Co.

- ≡ Technical Writer
- ≡ Desktop Publisher
- ≡ Documentation Specialist
- ≡ Technical Librarian
- ≡ Trade Magazine Reporter
- ≡ Assistant Textbook Editor

INSURANCE

Insurance Firms, Banks

- ≡ Risk Consultant
- ≡ Policy Processor
- ≡ Insurance Adjuster
- ≡ Insurance Investigator
- ≡ Insurance Examiner

KEEP IN MIND...

This list is just a brief introduction to your career options - it is *not* a complete list! Also keep in mind that although these career fields are open to you as a Business Technology Administration major, you must take extra steps to prepare yourself for a competitive job market. It is important to:

- (1) **obtain relevant internship, co-op, or volunteer experience** (see CSC about their part-time, major-related job announcements; the Shriver Center about co-op, internship, and service opportunities) *and*
- (2) **supplement your information systems course work** with classes that would be relevant and beneficial to your chosen career field.

Make an appointment with a career advisor for suggestions on researching your career options, choosing a career field, and preparing for your chosen occupation.

ADDITIONAL RESOURCES

Internet sites: that allow you to explore career options for a Business Technology Administration degree:

- ≡ Career Services Center - Links by Major: http://www.careers.umbc.edu/students/websites_major.php

CSC Career Resource Center (MP 212): resource guides and books related to Business Technology Administration

- ≡ *Vault Guide to Technology Careers*
- ≡ *Vault Career Guide to Consulting*
- ≡ *Getting Started in Financial Consulting*

Additional National Associations offer information of interest to Business Technology Administration majors:

- ≡ **American Management Association** (<http://www.amanet.org/>)
- ≡ **Strategic Management Society** (<http://strategicmanagement.net/>)
- ≡ **Chesapeake Regional Tech Council** (<http://www.chesapeaketech.org/>)
- ≡ **American Society for Training & Development** (<http://www.astd.org/astd>)
- ≡ **Association of Information Technology Professionals** (<http://www.aitp.org/>)