

MANAGEMENT

SELECTED RESOURCES FROM THE UNI CAREER SERVICES LIBRARY (CSL) ***

- *Careers in Focus. Business Managers*
- *Job Seekers Guide To Personnel Managers*
- *Careers In Business*
- *The Vault MBA Career Bible*
- *Your Bright Future In Business Administration*
- *Vault Guide to Human Resources Careers*
- *Vault Guide to the Top 50 Consulting Firms*

***The Career Services Library (CSL) is temporarily relocated in Rod Library, on the north side of the library's main floor near the Career Collection and north stairwell. Please contact [Career Services](#), 319-273-6857, if you have difficulty in finding any of the CSL resources.

UNI LIBRARIES

Use subject or keyword to search the UNI libraries ([Career Services Library](#), [Rod Library](#), etc.) for information on specific occupations. Enter the career field followed by the phrase *vocational guidance*, e.g. *management- vocational guidance*. Other subject terms are: *career development*, *occupations*, *professions*, and *job descriptions*.

POSSIBLE CAREER OPTIONS

(Some career options may require advanced degree)

- Administrative services managers
- Advertising, marketing, promotions, public relations, and sales managers
- Computer and information systems managers
- Construction managers
- Education administrators
- Engineering and natural sciences managers
- Farmers, ranchers, and agricultural managers
- Financial managers
- Food service managers
- Funeral directors
- Human resources, training, and labor relations managers and specialists
- Industrial production managers
- Lodging managers
- Medical and health services managers
- Property, real estate, and community association managers
- Purchasing managers, buyers, and purchasing agents
- Top executive

SELECTED WEB RESOURCES

(NOTE: Links to non-UNI Internet sites are provided for your convenience and do not constitute an endorsement)

EXPLORING CAREERS

UNI Career Services www.uni.edu/careerservices/

Career Exploration Resources www.uni.edu/careerservices/students/explore/careerresources.html

CareerInfoNet Career Videos www.acinet.org/acinet/videos_by_occupation.asp?id=27,&nodeid=28

Occupations from Wikipedia en.wikipedia.org/wiki/List_of_occupations

CollegeRecruiter.com Career Video Podcasts collegerecruiter.com/podcast/summary/

Career Profiles www.wetfeet.com/asp/careerlist.asp

Real People Profiles www.wetfeet.com/research/rpp/rpplist.asp

Career Guide To Industries www.bls.gov/oco/cg/home.htm

Health Management Careers www.healthmanagementcareers.org

JOB HUNTING

UNI Career Services: Find Employers and Jobs www.uni.edu/careerservices/

UNI CareerLink www.uni.edu/careerservices/careerlink/

UNI Rod Library: Career Related Information and Job Banks www.library.uni.edu/ris/career.shtml

ASSOCIATIONS/ORGANIZATIONS

American Management Association <http://www.amanet.org/>

American Marketing Association www.marketingpower.com

American Society for Public Administration www.aspanet.org/

American Society for Training and Development www.astd.org/astd

International Public Management Association for Human Resources www.ipma-hr.org/

National Association for Female Executives nafe.com/

National Employment Association www.napsweb.org/

National Management Association nma1.org/

Society for Human Resource Management www.shrm.org/

Women in Management www.wimonline.org/

Society for Human Resource Management www.shrm.org/jobs/

Association Management Companies (AMC) Institute www.amcinstitute.org/aboutAMCs/index.cfm

Search for more Associations www.asaecenter.org/Directories/AssociationSearch.cfm?navItemNumber=16581

SEARCH THE INTERNET

Use search engines or subject directories (www.library.uni.edu/dbandcat/search.shtml) to search the Internet. Use keywords such as the name of the field plus careers or jobs - e.g. *careers in economics* or *management jobs* or *jobs in management*. Use phrases such as *what can I do with a major in ...* with the name of the field of interest - e.g. *what can I do with a major in management*. Look for categories such as *jobs* or *careers* in subject directories.

SELECTED ACTION VERBS FOR THE RESUME

Administered	Controlled	Established	Inspected	Oversaw	Secured
Analyzed	Converted	Executed	Instituted	Planned	Selected
Appointed	Coordinated	Generated	Led	Presided	Streamlined
Approved	Decided	Handled	Managed	Prioritized	Strengthened
Assigned	Delegated	Headed	Merged	Produced	Supervised
Attained	Developed	Hired	Motivated	Recommended	Synchronized
Authorized	Directed	Hosted	Navigated	Reorganized	Systematized
Chaired	Eliminated	Improved	Obtained	Replaced	Terminated
Considered	Emphasized	Incorporated	Organized	Restored	
Consolidated	Enforced	Increased	Originated	Reviewed	
Contracted	Enhanced	Initiated	Overhauled	Scheduled	

UNI CAREER SERVICES • SSC 214 (East Bartlett) • (319) 273-6857 • www.uni.edu/careerservices/

CAREER SERVICES LIBRARY (CSL) • www.uni.edu/careerservices/careerlibrary/

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