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

## 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
- EDP Systems Analyst

- 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 CC 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 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/)

UMBC, Career Center, MP 212, 410-455-2216, careers@umbc.edu, careers.umbc.edu

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