

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



Using the Major Sheet:

- Large headings indicate **industry** area and subheadings indicate **employers** within that area.
- Use the titles to search for careers and related careers in order to explore your options within different areas of industry. Note that some career titles have multiple names for similar positions.
- An asterisk (*) notes that additional training (certification, graduate school, high level of experience) may be needed in order to obtain this career. Make sure to thoroughly research career pathways.

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
- Information Systems Specialist
- Systems Manager
- Chief Technology Officer
- Systems Consultant
- Predictive Analyst

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 Representative
- Data Processing Director
- Data Processor
- Data Processing Manager
- EDP Systems Analyst

INTERNET

- Online Services Sales Rep.
- Internet Consultant
- Cyber Journalist
- 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
- Business System Administrator
- Proposal Analyst
- Business Continuity Planner
- Office Coordinator
- Budget Monitor
- Business Analyst
- Facilities Manager
- Contract Monitor
- Project Manager

TECHNICAL SUPPORT

Software/Hardware/System Developers, Technical Service Providers, 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 Representative
- Technical Sales Representative
- Sales Engineer
- Product Evaluator

FINANCE

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

- Loan Officer
- Financial Analyst
- Financial Specialist

HUMAN RESOURCES

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

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

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
- Underwriter
- Insurance Broker
- Claims Manager
- Insurance Sales Rep.

Preparation for a Competitive Job Market:

- **Focus on transferable skill sets**, as you pursue a degree in Business Technology Administration.
- **Obtain relevant internship, co-op, or volunteer experiences.**
- **Supplement Business Technology Administration coursework** with **classes relevant** to your career.
- **Meet with a Career Specialist** to explore options, make decisions, and prepare for career choices.

Additional Career Center Resources:

- **Major Sheets (ECON, FIEC, IS, CMSC, CMPE):** <http://careers.umbc.edu/tools/major-sheets/>

- **Links by Major:** <http://careers2.umbc.edu/tools/links.php>

- **Vault:** <http://careers.umbc.edu/students/discover/explore-careers-majors/>

-Click on Vault Career Insider portal link and provide UMBC user ID and password

-Select "Guides" to view relevant guides such as:

"Vault Career Guide to Information Technology"

"Vault Guide to Internet Content Jobs"

"Vault Guide to Information Technology Jobs"

"Vault Guide to Computer Hardware Jobs"

"Vault Guide to Computer Software Jobs"

"Vault Guide to the Top Tech Employers"

"Vault Guide to the Top Telecom Employers"

"Vault Guide to Insurance Jobs"

"Vault Guide to the Top 50 Banking Employers"

"Career Launcher: Finance"

- **Professional Associations:**

International Institute of Business Analysis: <http://www.iiba.org/>

International Society of Business Appraisers: <http://intlba.com/>

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

Strategic Management Society: <http://strategicmanagement.net/>

Association for Information Technology Professionals: <http://www.aitp.org/>