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

DATABASE MANAGEMENT
• Database Administrator  • Database Specialist   • Data Administrator
• Data Retrieval Specialist   • Database Manager  • Data Control Manager

DATA PROCESSING MANAGEMENT
Hospitals, Educational Institutions, Manufacturing Co., Government, Financial Co.
• Data Processing Installer  • Data Processing Director  • Data Processing Manager
• EDP Manager    • Data Processor   • EDP Systems Analyst
• EDP Systems Sales Representative

INTERNET
• Online Services Sales Rep.   • Cyber Journalist   • Researcher
• Internet Consultant

BUSINESS MANAGEMENT
Financial Institutions, Restaurants, Hotels, Service Providers, Manufacturers, Government,
Nonprofit Organizations, Healthcare Organizations, Industrial Organizations
• Public Administration Manager  • Leasing Consultant  • Budget Monitor
• Advertising Manager and Planner   • Business System Administrator  • Business Analyst
• Leadership Development Analyst   • Proposal Analyst  • Facilities Manager
• Development & Planning Specialist   • Business Continuity Planner  • Contract Monitor
• Business Operations Specialist   • Office Coordinator  • Project Manager

TECHNICAL SUPPORT
Software/Hardware/System Developers, Technical Service Providers, Education Institutions
• IT Administrator   • IT Consultant   • IT Specialist
• Computer Specialist   • IT Contractor  • IT Project Manager

SALES
Retail Store, Manufacturer, On-line Services Co., Computer Learning Center
• Marketing Representative   • Field Sales Representative  • Sales Engineer
• Software Buyer   • Technical Sales Representative  • 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://intlbca.com/
  American Management Association: http://www.amanet.org/
  Strategic Management Society: http://strategicmanagement.net/
  Association for Information Technology Professionals: http://www.aitp.org/

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