**WHAT CAN I DO WITH MY HEALTH ADMINISTRATION & POLICY DEGREE?**

**HOSPITALS**
- Medical Records Administrator
- Human Resources Generalist
- Volunteer Services Director
- Fundraising/Development Specialist
- Health Information Technician

≡ Admissions Staff
≡ Public Relations Specialist
≡ Risk Management Specialist
≡ Administrative Assistant

≡ Personnel Assistant
≡ Patient Relations Coordinator
≡ Credit Manager
≡ Assistant Administrator
≡ Recruiter

**LONG-TERM CARE FACILITIES/ HOME HEALTH CARE SERVICES**

*Nursing Homes, Retirement Centers, Adult Day Care Centers, Home Health Care Agencies*

- Admissions Representative
- Public Relations Specialist
- Recruiter
- Hospice Coordinator

≡ Marketing Specialist
≡ Human Resources Manager
≡ Volunteer Coordinator
≡ Program Coordinator

≡ Adult Day Care Coordinator
≡ Activities Leader/Director
≡ Health Educator

**MANAGED CARE ORGANIZATIONS**

*HMOs, PPOs, POSs*

- Physician Relations Specialist
- Quality Assurance Coordinator
- Provider Relations Coordinator

≡ Claims Adjuster
≡ Market Development Asst.

**MEDICAL OFFICE ADMINISTRATION**

*Clinic, Medical/Dental Offices, Mental Health Centers*

- Office Manager
- Recruiter
- Hospice Coordinator

≡ Financial Officer
≡ Volunteer Coordinator
≡ Program Coordinator

≡ Personnel Assistant

**MEDICAL-RELATED SALES**

*Medical & Dental Suppliers, Dental & Medical Equipment Manufacturers*

- Assistant Buyer
- Market Researcher

≡ Sales Representative
≡ Product Trainer

≡ Marketing Specialist

**CORPORATE BENEFITS PROGRAMS**

- Benefits Coordinator
- Personnel/Human Resources Asst.
- Training/Education Specialist

≡ Wellness Program Developer
≡ Fitness Specialist
≡ EAP Administrator

≡ Health Promotions Officer
≡ Benefits/EAP Coordinator

**PUBLIC HEALTH ADMINISTRATION**

*VA, Public Health Departments, Regulation Agencies*

- Outreach Assistant
- Research Assistant
- Public Health Educator
- Community Outreach Worker
- Public Health Surveyor/Researcher

≡ Program Developer
≡ Health Educator
≡ Program Coordinator
≡ Community Health Educator

≡ Inspector
≡ Project Coordinator
≡ Social Service Administrator
≡ Health Statistician
POLICY / ADVOCACY
Congress / State Legislatures / Local Governments
≡ Congressional/Legislative Aide ≡ Legislative Correspondent ≡ Policy Analyst
≡ Legislative Research Assistant ≡ Campaign Staffer/Aide ≡ Committee Staff Person

Volunteer/Assistance Organizations
Red Cross, Blood Banks, Domestic Violence Shelters, Meals on Wheels
≡ Volunteer Coordinator ≡ Community/Field Organizer ≡ Project Manager
≡ Program Coordinator ≡ Parent Educator ≡ Health Educator
≡ Fund-Raiser/Development Associate ≡ Advocate ≡ Membership Coordinator
≡ Domestic Violence Prevention Spec. ≡ Field Worker ≡ Public Relations Specialist
≡ Sexual Assault Prevention Educator ≡ Abuse Prevention Educator ≡ Community Relations Officer
≡ Pregnancy Prevention Counselor ≡ Substance Abuse Prevention Educator

Health-Related Professional Associations, National Organizations
AMA, AARP, American Lung Association
≡ Project Manager ≡ Membership Coordinator ≡ Program Developer
≡ Political Organizer ≡ Meetings Coordinator ≡ Special Events Planner
≡ Fund-Raiser/Development Associate ≡ Public Relations Specialist ≡ Public Policy Analyst
≡ Legislative Advocate ≡ Research Assistant

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 HAPPP 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 and the Shriver Center about co-op, internship, and service opportunities) and
(2) Supplement your HAPPP 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 Health Administration and Policy degree:
≡ HAPPP Alumni Corner and Archives: http://happ.umbc.edu/alumni-corner/

Career Center: Books/Resources (MP 212)
Health Professions: Career and Education Directory
Vault Guide to the Top Health Care Employers
Career Opportunities in Health Care
Career Launcher: Health Care Management

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

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