

# BUSINESS

## Use the Career Center Services

- Visit the Career Center homepage: <http://career.indstate.edu>
- Attend a [Networking Etiquette Workshop](#) to learn how to network in a group setting and the proper behavior in business and formal dining.
- Sign up for a [Practice Interview and Critique](#) with a Career Counselor.
- Attend the [ISU CAREER OPPORTUNITY FAIRS](#) held each Spring and Fall semester.
- Use [Sycamore CAREERlink](#) to look for Internships and Co-ops in your field.
- Use [Sycamore CAREERlink](#) to be able to view job listings and to post your resume online for employers to view.
- Be sure to sign up for [campus interviews](#) in your field.

## Some Job Titles in Business

Account Manager	Financial Auditor	Office/Business Manager
Account Representative	Financial Representative	Operations Manager
Accountant	General Manager	Pension/Benefits Manager
Actuary	Human Resources Officer	Purchasing Agent/Buyer
Advertising Manager	Insurance Agent	Real Estate Agent
Bank Manager	Investment Broker	Retail Manager
Claims Representative	Labor Relations Specialist	Sales Manager
Consultant	Loan Officer	Sales Representative
Controller	Management Trainee	Statistician
Database/Information Systems Manager	Market Analyst/Researcher	Systems Analyst
Employee Relations/Assistance Manager	Marketing Representative	Tax Specialist
		Underwriter

## Know the Skills that Employers Desire in Your Field

Bachelor's Degree in Management, Marketing, Accounting, Finance, Insurance and Risk Management, Management Information Systems, Operations Management and Analysis or related field	Communication skills
Master of Business Administration degree	Leadership skills/experience
Sales skills/experience	Certified Public Accountant
Management skills/experience	Recruiting and Interviewing
Supervisory skills/experience	Business Law knowledge
Computer skills: Word processing, spreadsheet, presentations, internet research, e-mail	Professional certifications
	Database Management
	Personnel Management
	Public Relations

## You can improve your candidacy through some of the following ways

Assist a professor with research or project	Learn another language
Develop a portfolio	Study Abroad
Join a fraternity/sorority, student club, or organization; become an officer; chair a committee	Freelance/Consult
Take computer classes or workshops	Volunteer
Take a Leadership class	Work in a university department office
Summer jobs, Co-ops, and Internships	Network with professionals in your field
Plan to attend graduate school	Join Professional Associations
	Join a listserv from your professional association

## **A Sampling of Business Web Sites**

### **Business**

<http://www1.indstate.edu/business/> - ISU College of Business

<http://www.careeroverview.com/business-careers.html> - Career Overview: Business Careers, Jobs, Training and Employment Information

### **Accounting**

<http://www.indstate.edu/acct/> - ISU Accounting Program

<http://corporate.smartpros.com/index.html> - the most comprehensive online resource for professionals in accounting, financial services, human resources, insurance and law

<http://incpas.org/> - Indiana CPA Society

<http://www.aafa.com> - The American Association of Finance and Accounting has recruiting specialists in 35 states and five international locations

<http://www.careerbank.com/> - CareerBank.com

<http://www.nationjob.com/accounting/> - NationJob Network

### **Business Administration**

[http://www1.indstate.edu/business/pr\\_busadm\\_home.html](http://www1.indstate.edu/business/pr_busadm_home.html) - ISU Business Administration Program

<http://www.jobster.com/find/US/jobs/for/business+administration> - Jobster: Business Administration jobs

<http://business.administration.jobs.topusajobs.com/> - TopUSAJobs.com: Business Administration jobs

### **Finance**

<http://misnt.indstate.edu/finance/> - ISU Finance Program

<http://accounting.smartpros.com/> - the most comprehensive online resource for professionals in accounting, financial services, human resources, insurance and law

<http://www.aafa.com> - The American Association of Finance and Accounting has recruiting specialists in 35 states and five international locations

<http://www.careerbank.com/> - CareerBank.com

<http://www.fjn.com> - Financial Job Network

<http://www.jobsinthemoney.com/> - professional finance jobs

<http://www.nationjob.com/financial> - NationJob Network

### **Insurance and Risk Management**

<http://www1.indstate.edu/business/insurance/> - ISU Insurance and Risk Management Program

<http://www.4insurancejobs.com/> - insurance jobs and information

<http://www.insurance-jobs-center.com/> - Actuarial jobs - Administration jobs - Bond jobs - Claim jobs - Computer system jobs - Financial jobs - Government agency jobs - Human Resources jobs - Information technology jobs - Legal jobs - Marketing jobs - Reinsurance jobs - Research jobs - Risk management jobs - Sales jobs - Top management positions - Underwriting jobs

<http://www.insurancerecruiters.com> - National Insurance Recruiting Association

<http://www.nationjob.com/insurance/> - NationJob Network

<http://www.ultimateinsurancejobs.com> - Ultimate Insurance Jobs

### **Management**

[http://www1.indstate.edu/business/pr\\_manage\\_home.html](http://www1.indstate.edu/business/pr_manage_home.html) - ISU Management Program

<http://www.ifebp.org/jobs> - job posting notices for Benefits, Compensation, and Human Resources

<http://www.nationjob.com/management> - NationJob Network

<http://www.shrm.org> - Society for Human Resource Management provides Human Resource job listings, information, and additional resources.

## **Management Information Systems (MIS)**

<http://www.indstate.edu/mis> - ISU Management Information Systems Program

<http://management.information.systems.jobs.topusajobs.com/> - Top USA Jobs – MIS Jobs

<http://www.itcareers.com/> - jobs section of ITWorld.com

<http://www.nationjob.com/computers/> - NationJob Computers and Information Technology Jobs

<http://www.techcareers.com> - Information Week

## **Marketing**

<http://www.indstate.edu/marketing/> - ISU Marketing Program

<http://www.knowthis.com/careers/careers.htm> - The Internet's Reference & Resource Web Site for Marketing,

<http://www.marketingjobs.com/> - Marketing Jobs

<http://www.nationjob.com/marketing> - a specialized web site listing employment opportunities in sales and marketing.

<http://www.sellingjobs.com/> - marketing, promotion, and sales job sites

Research, Advertising, Selling, Promotion and more

## **Master of Business Administration (MBA)**

<http://www1.indstate.edu/business/mba/> - ISU MBA Program

<http://www.mbacareers.com/> - MBA careers: post resumes and search jobs

<http://www.mbajobs.com/> - search jobs by keyword, industry, geography, or specialization

<http://www.mbajobs.net/> - The World's foremost specialist forum for MBAs seeking jobs or assignments, and jobs seeking MBAs.

[http://www.quintcareers.com/MBA\\_jobs.html](http://www.quintcareers.com/MBA_jobs.html) - Quintessential Careers: Job and Career Resources for Job-Seekers with MBAs

## **Operations Management and Analysis (OMA)**

<http://www.indstate.edu/oma/> - ISU Operations Management and Analysis Program

<http://www.apics.org/default.htm> - The Association for Operations Management

<http://www.asq.org/> - American Society for Quality

<http://www.operationscrossing.com/> - Operations Crossing

Also, search the major job sites such as <http://HotJobs.Yahoo.com> and <http://www.Monster.com>.

Visit the websites of other colleges and universities that have business departments.