

Career Planning Strategies

FRESHMAN

Inquiry and Awareness	<ul style="list-style-type: none"> Enroll in courses with help of academic advisors. Enroll in COUN 191. Enroll in University 100. Visit Career Development Center explore major and/or career interests. 	<ul style="list-style-type: none"> Schedule an appointment with career counselor. Attend Job Fair. Attend a CDC workshop on deciding on a major. Register in BeachLINK. 	<ul style="list-style-type: none"> Become familiar with CSULB Catalog and Schedule of Classes. Visit the CDC website for information on services and special events.
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SUMMER	<ul style="list-style-type: none"> Obtain employment and develop skills. 	<ul style="list-style-type: none"> Attend CDC workshops. Develop a resume. Upload resume on BeachLINK. 	<ul style="list-style-type: none"> Visit the Career Resource Library in the CDC.
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SOPHOMORE

Assess: Interests, Skills and Values.	<ul style="list-style-type: none"> Meet with department and academic advisor. Discuss education and career interests with career counselor, peers, faculty and family. 	<ul style="list-style-type: none"> Attend internship and job fairs. Talk to people in various careers. 	<ul style="list-style-type: none"> Join organizations in your interest area(s). Schedule an appointment with a career counselor to discuss interests and other assessments.
Explore Career Interests	<ul style="list-style-type: none"> Explore internship possibilities; visit CDC. 	<ul style="list-style-type: none"> Access BeachLINK. 	

SUMMER	<ul style="list-style-type: none"> Obtain employment and develop skills. 	<ul style="list-style-type: none"> Meet with career counselor to discuss career options. 	<ul style="list-style-type: none"> Use the Career Resource Library to research career options.
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JUNIOR

Targeting Career Decisions	<ul style="list-style-type: none"> Take classes in your major. Attend internship and job fairs. Attend workshop on resumes, interviewing, and job search. Obtain career-related experience. Enroll in COUN 360I. 	<ul style="list-style-type: none"> Narrow career options through further research. Assess interests, skills and values. Is graduate school in your future? Attend workshops on applying to graduate school. Access BeachLINK. 	<ul style="list-style-type: none"> Attend graduate and professional school fair. Take electives in other areas to enhance your qualifications. Build a network (contacts). Develop/update a resume. Visit CDC website.
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SUMMER	<ul style="list-style-type: none"> Obtain a summer internship/related experience. Compile inventory of interests, skills and qualifications. 	<ul style="list-style-type: none"> Meet with career counselor. 	<ul style="list-style-type: none"> Attend workshop on resumes, interviews, and job search techniques. Revise resume.
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SENIOR

Job Search Campaign	<ul style="list-style-type: none"> Complete the course requirements in your major. Continue networking. Identify and utilize multiple resources. 	<ul style="list-style-type: none"> Attend Job Fair. Attend workshop on resumes, interviews, and job search techniques. Update resume. Access BeachLINK. 	<ul style="list-style-type: none"> Participate in On-Campus Recruitment. Attend employer information sessions.
Graduate School	<ul style="list-style-type: none"> Identify graduate programs. Review application process. 	<ul style="list-style-type: none"> Take entrance exams. Research financing graduate school. 	<ul style="list-style-type: none"> Attend graduate and professional school fairs.

To develop an individualized career plan, schedule an appointment with a career counselor.

Call **(562) 985-4151** or visit **Brotman Hall, Room 250** to schedule an appointment.

<http://careers.csulb.edu>

Management



Major/Career Profile

General Description

Every type of organization requires leadership and management. Specially trained personnel are needed to fill the increasing demand for effective leaders and organizers. Managers must understand all aspects of business and its environment. The ability to get along well with others and the ability to accomplish the task with the least amount of effort and conflict are necessary skills of the manager.

Managers operate in two areas--line or staff. Line managers are those actually involved in producing goods or providing services to customers. Line positions may include operations, marketing and finance. Staff functions are personnel, purchasing, information systems, and other functions that assist the production of goods and services to customers.

A bachelor's degree is generally required for management trainee positions and graduate degrees are increasingly common among larger organizations. However, a person does not become a "manager" automatically. Management is a level to which some people attain and others do not. Persons who do not become managers may remain at a supervisory or professional level within an area of specialization, e.g., sales or electronic data processing. Managers are generalists, and as such, they are able to put their expertise to use across functional and organizational lines and find work as educational and hospital administrators, restaurant managers and owners, and as directors of agencies and departments in government.

Career Options

Graduates with this major find work as: Management Trainee, Retail Manager, Buyer, Bank Manager, Credit Manager, Property Manager, Hotel Manager, Restaurant Manager, Office Manager, Project Manager, Sales Representative, Insurance Office Manager, Assessor, Industrial Traffic Manager, City Manager, and Community Services Director. Some of these careers require additional education or experience. Various entry-level trainee positions in business and industry are available for graduates regardless of academic discipline.

Typical Employers

Retail and wholesale companies, accounting firms, advertising/public relations agencies, banks, colleges and universities, computer industry, finance companies, hospitals and clinics, insurance companies, market research firms, real estate development companies, social service agencies, travel/transportation industry, and utility companies.

Salary and Employment Outlook

Employment projections indicate that jobs in the field of management are expected to nearly triple in growth across all industries between 2001 and 2010. Growth is primarily attributed to the continuing complexity of business, a rise in the demand for information technology and rapid technological innovations such as the impact of e-business.

Salaries will vary by position, size and type of company, geographic location, experience and level of education. Visit the Career Development Center for current local and national salary information.

For further information, contact:

Career Development Center	Chairperson or Undergraduate Advisor
Brotman Hall, Room 250	College of the Business
(562)985-4151	Management Department CBA-321
careers.csulb.edu	(562) 985-4753

The Career Development Center is a Department of the Student Services Division. CSULB is an Equal Opportunity Employer/Educational Institution.