OFFICE **TECHNOLOGY**

What can I do with a major in...? FORT HAYS STATE UNIVERSITY

Possible Career Options: (some career options could require advanced study)

- Administrative Office Manager
- Budget Manager
- Building Manager
- College Admissions Specialist
- Database Manager
- Desktop Publishing Specialist
- Director of Transportation
- Distribution Manager
- Information Systems Specialist
- Inventory Manager
- IRS Agent
- Job Analyst
- Legal Secretary
- Materials Supervisor
- Medical Secretary
- Operations Manager
- Personnel Administration
- Personnel Director
- Placement Director
- Purchaser/Buyer
- Purchasing Agent
- Quality Manager
- Sales Manager
- Secretary

Transferable Skills:

- Communicates ideas and concepts to others
- Efficient
- Inspires productivity and loyalty from others
- Operates and uses information derived from computers
- Organized
- Organizes, plans, coordinates, and directs activities
- Possesses knowledge of small business management
- Possesses proficiency in interpersonal communication
- Reads, writes, and speaks proficiently
- Responds spontaneously and works well under pressure
- Solves problems and makes appropriate decisions

Employment and Salary Information:

Please visit Career Services at the following Web site:

http://www.fhsu.edu/career/

Occupation Information:

Please visit the Occupational
Outlook Handbook Web site: (does not have information on every occupation)

http://www.bls.gov/oco/home.htm