



**BUSINESS  
ADMINISTRATION**  
School of Business Administration  
[www.aus.edu/sba](http://www.aus.edu/sba)



Business administration entails acquiring an understanding of basic business principles by examining local and international economic systems and allowing for professionals to function and adjust to today's swiftly changing business world. Business administration prepares students for careers including accounting, economics, finance, management, management information systems and marketing. Careers in business administration require aptitude in areas such as mathematics, business writing and computing.



### Possible Career Options

- Accountant
- Advertising Account Executives
- Advertising Employee
- Administrative Aide/Assistant
- Bank Employee
- Bank Operations Officer
- Business Executive
- Business Manager
- Business Planner
- Business Owner
- City Manager
- Contract Administrator
- Consultant
- Credit Analyst
- Entrepreneur
- Financial Analyst
- Health Service and Hospital Administrator
- Financial Aid Administrator
- Financial Planner
- Hotel Manager
- Human Resource Manager
- Loan Officer
- Manager
- Marketing Employee
- MIS Employee
- Marketing Researcher
- Office Manager
- Public Relations Employee
- Product Manager
- Risk Analyst
- Sales Employee
- School Administrator
- Stock Broker



## Possible Employers

- Accounting Companies
- Computer Corporations
- Government Organizations
- Banks
- Schools, Colleges and Universities
- Non-Profit Agencies
- Marketing Companies
- Military
- Advertising Agencies
- Transportation Industries
- Automotive Industries
- Consulting Companies
- Investment Firms
- Law Firms



## Skills Required

- Interest in mathematics, finance and business in general
- Aptitude for logical, analytical and quantitative thinking
- Ability to organize, analyze and interpret numerical data
- Ability to clearly communicate ideas, information and theories
- Ability to creatively solve complex problems
- Ability to communicate and work well in teams
- Ability to work well under pressure and meet deadlines
- Proficiency in written and oral communication
- Ability to understand a problem and to solve it using mathematical and logical methods or formulas
- Ability to organize, coordinate, supervise, plan, and direct individuals and activities



## Personal Attributes

- Achievement-oriented
- Analytical and logical thinking
- Capacity for precision
- Skills with numbers
- Has integrity
- Ambitious
- Enjoys challenges
- Ability to solve complex problems
- Capacity for detail and order
- Creative
- Interest in working with people
- Alert
- Flexible and adaptable
- Organized and confident
- Independent
- Curious
- Interest in working with data, numbers and formulas



## Ways to Get Experience

- Doing an internship
- Becoming involved with business, marketing or advertising projects
- Attending business, sales or finance-related lectures, workshops or conventions
- Joining a professional marketing, advertising or sales company
- Working part-time or volunteering in a school or university business department
- Working part-time in a retail shop, bank, advertising agency or marketing company