

Business Jobs for Non-Business Majors

Entry Level Job Functions

Sales Representative; Analyst; Management Trainee; Executive Trainee; Account Representative; Administrative Assistant; Promotion Assistant; Assistant Buyer; Billing Assistant; Stock Broker; Sales Agent

Fields for Non-Business Majors

Insurance, Retail, Banking, Real Estate, Consulting, Fundraising, Public Relations, Computer-related, Human Resources, Finance, Non-Profits Organizations

Do you have business skills?

Yes! If you have telemarketed; operated a cash register; opened/closed a store; sold merchandise; trained new employees; supervised others; handled money; raised money; recruited members; used Excel, Access, etc.; dealt with a budget for an organization; operated your own business; delivered merchandise; ordered stock.

Internships

Use eRecruiting.com to locate local, regional and national internships. Attend an orientation for instructions: (www.udel.edu/CSC/intern.html). Investigate the internship directories in the Career Resource Center. Pick up the Internship handout.

Web Sites and Resources

(www.udel.edu/CSC/netresources.html)

Read Industry profiles in “Resources” section of eRecruiting.com

www.careers-in-business.com/

Background information about careers in business

Industry Profiles- Human Resources, Finance, Insurance, Retail, etc.

www.udel.edu/CSC/registration.html

Use eRecruiting.com for campus interviews and resume publishing.

www.nationjob.com/hr Human Resources Jobs Page

www.opportunityknocks.org Jobs in the Non-Profit Sector

www.amanet.org/ American Management Association

www.FinCareer.com Jobs in Finance

www.aba.com/ American Bankers Association

www.trainyourbrain.ca/english/tools/hunter.html “Making The Liberal Arts Degree Pay Off”

Job Vacancy Binders (II Business) located in Career Services Center’s CRC.