

Business Administration

Background -

Generally, working as a Business Administrator requires many job duties that ensure that the day to day operations of the company run smoothly. The ability to help facilitate office organization and communication by assisting with administrative duties are essential. Emails, phone calls and organizing files, as well as consulting with executives, implementing procedural changes and preparing reports with accuracy and efficiency are also required.

What is the average salary for this position? \$37, 230*

What classes at GVSU may help me in my career? Discuss with your advisor which courses among those on this list, along with other courses not listed here, would best serve your career goals.

1. **COM 301** – Small Group Communication
2. **COM 201** – Speech
3. **CAP 423** – Writing Corporate Communications
4. **WRT 350** – Business Communications
5. **PSY 360** – Social Psychology
6. **PSY 310** – Behavior Modification
7. **Significant background knowledge in business (i.e. minor, major) may be necessary to be successful in this career**



What skills would be helpful to have in this field? Strong communication skills (written and oral), organizational skills, strong technological skills (Microsoft and other online scheduling programs), planning and decision making, and interpersonal skills would all be important skills to strive to have as a Business Administrator.

Employer Possibilities – Generally, every business of adequate size requires someone to tend to the organization of the office. This means that many industries (health care, retail, food, etc.) may be opening to hiring a business administrator.

Possible titles to look for while job searching include – executive assistant, business administrator, general administrator

*Salary from bls.gov (2016) for “Secretaries and Administrative Assistants”