

What Can I Do With a Major in...?

Administration

Related Career Titles

- Administrative Manager
- Office Manager
- Education Administrator
- Executive Assistant
- Real Estate , Community and Facilities Administrators
- Administrative Assistant
- Program Coordinator
- Project Manager
- Claims Adjustor
- Purchasing Agent

Related Major Skills

- Organizational skills
- Detail oriented
- Able to prioritize
- Excellent communication
- Problem-solving ability

Typical Employers in South Florida

- City of Miami
- Miami-Dade County
- Broward County School Board
- Humana
- DaVita
- HealthSouth Corporation
- Royal Caribbean Cruise Lines
- Florida Power and Light
- Comcast
- B/E Aerospace
- The GEO Group

Typical Work Activities

- Supervising
- Writing reports
- Maintaining records
- Analyzing data
- Scheduling meetings
- Coordinating with other departments
- Corresponding with vendors/clients
- Negotiate with vendors
- Maintain proper levels of inventory
- Track complaints and resolve problems

Professional Associations

- [American Association of School Administrators](#)
- [International Association of Administrative Professionals](#)
- [Alliance for Nonprofit Management](#)

Job & Internship Search Links

- [Indeed.com](#)
- [Administrative Jobs](#)
- [HigherEdJobs](#)
- [Internships.com](#)
- [USAJOBS.gov](#)
- [Top School Jobs](#)
- [Office Manager Jobs](#)