

Careers in

MANAGEMENT & ORGANIZATIONAL LEADERSHIP



Do you get excited when you think about doing any of the following?

- ✓ Analyzing the big picture and figuring out how to solve problems
- ✓ Strategizing ways that companies can most effectively engage people and utilize resources
- ✓ Identifying ways to motivate people and teams

If so, a career path in Management and Organizational Leadership might be a great fit for you!

As a new college grad, you may be wondering how you can launch a career in this area with minimal professional experience. There are multiple ways to gain experience while working up to a management or leadership position.

Entry-Level Roles in Management and Organizational Leadership

BUSINESS ANALYST:



"Business Analyst" is often used across a broad spectrum of areas. Look at the required and desired skills to determine if the role is a good fit for what you want to do.

Business Analysts are often responsible for optimizing business processes. This means they use data to identify ways to improve processes, products, and services to add value to an organization. They are often the intermediary between the IT team and the business team, so some knowledge of technology and coding languages can be helpful.

Plan your path:

- **Knowledge:** Business Analysts typically require a strong foundation in Microsoft Excel and other MS office platforms, as well as a minimal understanding of technology and analytics software like SQL, Google Analytics, and Tableau.
- **Essential skills:** Problem-solving, communication, project management, and research
- **Sample job titles:** Junior Business Analyst, Entry Level Business Analyst, Junior Data Analyst



PROJECT COORDINATOR:



Project coordinators work across multiple industries and in different areas. Examples include construction, technology, health care, and business. Think about the industry you would like to work in as well as the certifications that might be needed.

If your time management skills are a point of pride for you, consider a career as a Project Coordinator! Project Coordinators ensure that all projects are completed on time, on budget, and to quality standards. They create flowcharts to outline timelines and manage all the details and issues that arise throughout the completion of a project. Typically your time is split between risk management, schedule management, and developing and maintaining project plans, documentation, and financial queries.

Plan your path: -----

- **Knowledge:** An overall understanding of business operations, as well as experience with online project management tools like Asana, Trello, or Basecamp
- **Essential skills:** Strong organizational and communication skills
- **Sample job titles:** Project Coordinator, Project Assistant, Project Administrator, Marketing Project Coordinator

MANAGEMENT CONSULTANT:

Management Consultants provide advice to organizations about how they can improve their performance. Typically these roles involve travel to client sites, however, there are a variety of types of consulting that work with local clients and with technology, that may drive changes to that standard business practice. Management Consultants typically work within the Strategy or Operations divisions with clients. After meeting with clients to gather information on the business problem at hand, Management Consultants manage their own workstreams on compiling the slide deck, excel analysis, and solving the problem that was presented to you.

Plan your path: -----

- **Knowledge:** The bulk of Management Consultants are recruited directly out of undergraduate or graduate school (MBA most typically). Internship experience is highly valued, as well as experience working with business cases in the classroom or in case competitions.
- **Essential skills:** Problem-solving, communication, critical thinking, analytical
- **Sample job titles:** "Analyst" titles are typical entry-level roles in Management Consulting

