

ORGANIZATIONAL LEADERSHIP- Career Resource Guide

Related Career Options

Below is a sample of related career options; for some, additional experience and/or further education may be helpful or required.

Community Outreach Coordinator	Assist professionals to provide client services and support for families. Assist families with resource coordination and resolution for various family issues/concerns.
Consultant	Analyze and offer solutions to management problems.
Corporate Trainer	Conduct seminars on numerous topics, including conflict management, team building, practical negotiation and public speaking.
Department Director	Manage an individually recognized department or division of a company.
Events Coordinator	Plan festivals, ceremonies, competitions, parties or conventions.
Executive Director	Provide overall direction of an organization. Determine and formulate policies and business strategies. Plan, direct and coordinate operational activities.
Human Resources Manager	Responsible for service delivery, covering all aspects of human resource and office administrative matters.
Nonprofit Administrator	Manage a nonprofit organization on a daily basis.
Organizational Change Consultant	Manage change in an organization, supporting the people side of organizational change.
Quality Systems Coordinator	Manage department and overall expectations pertaining to setting accurate schedules, costs and resources. Ensure delivery against QA department goals and objectives.
Recruiter	Determine staffing needs, advertise positions, interview and hire personnel.
Trainer/Instructional Designer	Develop instructional specifications using learning and instructional theory to ensure the quality of instruction. Train existing and new employees, assess program needs, and develop and present training programs.

Sample Job Titles

Account Manager	Insurance Sales Associate	Quality Analyst
Admissions Counselor	Internal Sales	Recruiting Assistant
Business Analyst	Marketing Assistant	Recruiting Associate
Client Relations Lead	Office Manager	Recruitment and Training Coordinator
Coach	Operations Manager	Sales Manager
Community Organizer	Outside Sales	Sales Representative
Consulting Associate	Process Manager	Staffing and University Specialist
Customer Service Manager	Program Assistant	Team Leader
Human Resources Manager	Program Coordinator	Training and Communications Specialist
Human Resources Specialist	Project Manager	Training Team Lead

Associations & Societies

Academy of Human Resource Development *	www.ahrd.org
American Management Association	www.amanet.org
Association for Collaborative Leadership	www.national-acl.org
Association for Talent Development *	www.td.org
Association of Leadership Programs **	www.alpleaders.org
Athena International	www.athenainternational.org
BenefitsLink *	www.benefitslink.com
Institute of Management Consultants USA	www.imcusa.org
International Leadership Association *	www.ila-net.org
NASPA- Student Affairs Administrators in Higher Education *	www.naspa.org
Society for Human Resource Management *	www.shrm.org

* Contains employment listings; ** Contains employment listings for members

Selected RMU Activities & Organizations

American Marketing Association
APICS (The Association for Operations Management)
Nonprofit Leadership Association
RMU Networking Association

Society for Human Resource Management
Society for the Advancement of Management
Student Government Association
Toastmasters Club

Career & Employment Websites

Academic 360
Association for Talent Development – Job Bank
Higher Ed Jobs
HR Jobs
ICMA – International City/County Management Association
Idealist (nonprofit sector)
O*NET OnLine
Occupational Outlook Handbook (search specific job titles)
Pennsylvania Civil Service Commission
The Chronicle of Higher Education
The Consulting Bench: Careers in Consulting
Training
USAJobs – Office of Personnel Management
Vault (career development resource and job posting site)
Workforce

www.academic360.com
<https://jobs.td.org>
www.higheredjobs.com
<https://www.shrm.org>
www.icma.org
www.idealists.org
www.onetonline.org
www.bls.gov/ooh
www.scs.state.pa.us
<http://chronicle.com>
www.consultingbench.com
www.trainingmag.com
www.usajobs.gov
www.rmu.edu/cpdc
www.workforce.com

Note: A helpful list of general job search websites is available on the Internet Tip Sheet at www.rmu.edu/cpdc.

Bachelor-Level Hiring Organizations

Accenture
Aflac
Alcoa
American Express Global Business Travel
American Made Systems Inc.
Black Box Corporation
BNY Mellon
Careform
Carnegie Mellon University
Covestro
Dominion Retail Energy
Edward Marc Brands

Employee Benefit Data Services Inc.
Family Behavioral Resources
Fastenal
Frontier Steel Company
Gateway Rehab
General Electric
Industrial Scientific
Merrill Lynch
NationLink
Pittsburgh Community Services, Inc.
PNC
Powertrack

PPG Industries
Rosemount, Inc.
San Jose State University
Small Seeds Development, Inc.
Staples Corporate
Stover & Co., Inc.
The Hillman Company
United States Department of Defense
United States Steel Corporation
US Airways
Vollmer of America
Westinghouse

Master-Level Hiring Organizations

911th Services
ADP
Bayer
Better Business Bureau
Big Heart Pet Brands
BNY Mellon
Concurrent Technologies
Crown Castle
Czarnowski
Department of Justice
Development Dimensions International
Dick's Sporting Goods
FedEx Ground
First National Bank

Giant Eagle
Goodwill of Southwestern Pennsylvania
Heritage Valley Health System
Highmark
Jefferson Hospital
Johns Hopkins University
Jostens
Newton Consulting
Observer Publishing Company
PA Office for the Deaf and Hard of Hearing
PGT Trucking
Pittsburgh Mercy Health System
Pittsburgh Zoo & PPG Aquarium
PNC

Robert Half Technology
Robert Morris University
Roche Molecular Diagnostics
Safety & Quality Plus, LLC
Sewickley Academy
Shippensburg University
Thermo Fisher Scientific
Trib Total Media
U.S. Department of Energy
U.S. General Services Administration
United States Steel Corporation
University of Pittsburgh
UPMC
Veterans Leadership Program