Business Administration Overview

The Business Administration major is an excellent path to a rewarding career in many fields of endeavor. This major is found in management positions in corporate, government, and not for profit organizations. The skills of the Business Administration major are in high demand and career advancement is a given for the motivated graduate in Business. The major includes coursework in addition to the core business classes so that you can emphasize Management, Marketing, Finance/Economics, Accounting, Management Information Systems or combinations thereof.

Business Administration Entry Level Career Opportunities

**Accounting:**

**Budget Analyst**
Analyze accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs.

- U.S. Median Salary: $51,854
- Kansas City Median Salary: $51,035

**Credit Analyst**
Duties include researching and examining credit risks, assessing credit history, and approving or disapproving extension of credit. May work with accounts receivable department.

- U.S. Median Salary: $47,353
- Kansas City Median Salary: $46,605

**Finance:**

**Consumer Credit Analyst**
Reviews credit data to evaluate consumer loan requests in order to approve or deny applications. Analyzes financial information, such as income growth, quality of management, and market share to determine profitability of loan.

- U.S. Median Salary: $42,022
- Kansas City Median Salary: $41,358

**Fraud Prevention Associate**
Researches and analyzes customer accounts for possible cases of fraud and to prevent future fraud. Identifies valid or fraudulent transactions. Identifies areas that need increased security procedures or software to protect customer accounts. Researches and reports on advanced security options.

- U.S. Median Salary: $35,588
- Kansas City Median Salary: $35,025

**Mortgage Underwriter**
Underwrites mortgage loan applications and evaluates loans in order to maximize organizational profit and minimize risk or loss. Monitors property appraisal process.

- U.S. Median Salary: $48,990
- Kansas City Median Salary: $48,216

**Risk Analyst**
Performs risk analysis studies in order to maintain maximum protection of an organization's assets. Investigates any incidences that may result in asset loss and compiles findings in reports for further review.

- U.S. Median Salary: $51,658
- Kansas City Median Salary: $50,842
Marketing:

Marketing Assistant
Coordinates and assists with the marketing activities of a product or business line which may include advertising, direct mailing, printing, customer events, and trade shows.

- U.S. Median Salary: $38,741
- Kansas City Median Salary: $38,129

Public Relations Specialist
Prepares and disseminates information regarding an organization through newspapers, periodicals, television and radio and other forms of media.

- U.S. Median Salary: $46,629
- Kansas City Median Salary: $45,892

Retail Manager Trainee
Oversees item pricing, and merchandise additions and deletions for retail operations. Ensures accuracy of pricing data in database and of automated pricing systems. Provides reports to management as needed.

- U.S. Median Salary: $36,582
- Kansas City Median Salary: $36,004

Sales Representative
Develops new prospects and interacts with existing customers to increase sales of an organization's products and/or services.

- U.S. Median Salary: $55,984
- Kansas City Median Salary: $55,096

Management:

Employee Relocation Representative
Facilitates the relocation process and performs all administrative duties pertaining to relocation. Assists the employee and/or family on all facets of relocation, including sale of current residence, lease cancellation, home purchase or rental, realtor selection, mortgage assistance, and movement of household goods.

- U.S. Median Salary: $49,637
- Kansas City Median Salary: $48,853

Human Resources (HR) Generalist
Administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies.

- U.S. Median Salary: $51,478
- Kansas City Median Salary: $50,665

SPECIAL NOTE: If a student graduates with relevant work or internship experience, the student can expect a higher than median starting salary and more career options.