

Human Resources



Human Resources (HR) function provides critical support and advice to line management. The attraction, retention and development of high caliber people is a source of competitive advantage for a business, and it is the responsibility of the Human Resources department.

Human Resources as a Major at Notre Dame College

Students in Human Resources Development are prepared to work effectively as professionals whose focus is helping organizations maximize the investment made in employees. The student who majors in Human Resources Development will have excellent interpersonal communication skills, will understand how a Human Resources professional works with an organization's management team and will be able to carry out the functions of employment and recruitment, compensations and benefits, employee and labor relations.

Required Courses (amongst others not listed in Human Resources):

BU 155, 156	Accounting Principles I, II
BU 232	Business Communications
BU 300	Principles in Supervision
BU 305	Management Information Systems
BU 341	Human Resources Management
BU 345	Organizational Behavior
BU 240	Management Principles
BU 300	Principles in Supervision
BU 355	Compensation and Benefits
BU 436	Labor Relations

Additional Information

How to Break into Field:

In addition to hiring for their own staffs, personnel departments place added emphasis on interviews. To demonstrate your ability to work with people and possibly, to conduct interviews yourself, you must be comfortable and in control in a one-to-one situation. It helps to demonstrate some business savvy, but emphasis should be placed on your organizational and business skills. The most desirable candidates are those who bring an ability to communicate and an acquired knowledge of the business world. Some work experience is required for the most challenging jobs.

Graduate Programs

There are many universities that offer various masters programs for your advancement. You can also consult Peterson's Graduate & Professional Programs Book 1, in the Career Services Center. Listed below are just a few of the universities in Ohio with the program:

- Kent State University
- Bowling Green State University
- Case Western Reserve University
- Cleveland State University
- John Carroll University

Personal Qualifications

- Must be able to analyze, compare, and interpret data
- Must have problem-solving/critical thinking skills
- Should be able to concentrate for extended periods
- Must possess oral and writing communication skills
- Must possess the ability to work well with people, business systems and computers
- Should be ethical, and able to handle responsibility
- Should have high standards of accuracy
- Should be able to work independently or in teams

Professional Organizations

- American Society for Training and Development
www.astd.org
- American Compensation Association
www.acaonline.org
- Industrial Relations Research Association
www.irra.ssc.wisc.edu
- International Foundation of Employee Benefit Plan
www.ifebp.org

"What business strategy is all about; what distinguishes it from all other kinds of business planning—is in a word, competitive advantage. Without competitors there would be no need for strategy, for the sole purpose or strategic planning is to enable the company to gain as effectively as possible, a sustainable edge over its competitors." — Keniche Ohnae

Related Career Titles for History/Political Science Majors

Career Consultant	Labor Relations Manager	Employment Law Specialist
Employee Benefits Administrator	Compensation Manager	Personnel Consultant
Employment Agency Workers	Employee Assistance	Corporate Trainer
Human Resources Development	Employee Selection Representative	Retention Specialist
Public Relations	Staffing Manager	Occupational Safety Administrator
Job Analyst	Training and Development	Equal Employment Opportunity Officer
Personnel Administrators	Occupational Analysis Personnel	Diversity Manager
Human Resources Coordinator	Benefits Manager	Technology Trainers
Policy Development Personnel	Organizational Change Agent	Personnel Specialist
Performance Improvement Personnel	Industrial Trainer	Prison Counselor
Volunteer Coordinator	Program Developer	Employment Relations Manager
Arbitration and Mediation	Labor Mediator	Union Negotiator
Organizational Development	Assessment and Evaluation Trainer	Executive Recruiter
HR Consultant	Employee Welfare Manager	HRIS Analyst
HR Generalist	Teacher	Recruiter
Educational/Vocational School Counselor	Rehabilitation Counselor	Employee Welfare Manager

EMPLOYERS

Employment Security Commission	Bureau of Labor	Local and State Government Agencies
Corporate Universities	Consulting Firms	Manufacturing Companies
Retail and Customer Service Industries	Restaurant and Hotel Chains	Business and Industry Training
Educational Institutions	Community Agencies	Private Foundations
Law Firms	Public Interest Legal Agencies	Military Research Organizations

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