

For the academic degree map information of the Business Management Program, see link below.

http://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/business_management_AS-Final_2.pdf

For more information, see link below.

<http://www.hostos.cuny.edu/Hostos/media/Pathways/Business-Management-AS-10-01-2019.pdf>

SKILLS

Analytical skills. Administrative services managers must be able to review an organization's procedures and find ways to improve efficiency.

Communication skills. Much of an administrative services manager's time is spent working with other people. Therefore, communication is a key quality.

Detail oriented. Administrative services managers must pay attention to details. This quality is necessary across a range of tasks, from ensuring that the organization complies with building codes to managing the process of buying equipment.

Leadership skills. In managing workers and coordinating administrative duties, administrative services managers must be able to motivate employees and deal with issues that may arise.

PAY

\$51,780 in May 2019

The median annual wage for first-line supervisors was \$51,780 in May 2019.

SAMPLE JOB TITLES

Entrepreneur, Retail Sales Supervisor, Manager, Sales Manager, Advertising Managers, Office Managers, Human Resources Assistant, Store Manager, Marketing Assistant, Purchasing Assistant, & Loan Officers

Job Outlook**4% Growth**

Employment is projected to grow 4 percent from 2019 to 2029, about as fast as the average for all occupations.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Sales Managers, on the Internet at <https://www.bls.gov/ooh/management/sales-managers.htm>.

RESOURCES

<https://www.bls.gov/ooh/>

<http://hostos.cuny.edu/Administrative-Offices/Career-Services-Office>

<https://access.vault.com/career-insider-login.aspx?aid=148711>

<https://hostos-csm.symplicity.com/>