

Career Profile for Organizational Management

General Program Description: The **Associate in Applied Science (AAS) in Organizational Management** prepares students to work in management as First-line supervisors/managers of office and administrative support workers. MCC's Organizational Management degree prepares you for management in such fields as Victims Advocacy, Police & Security, Community Health & Diabetes, Fitness Center, Judicial Court, Bakery, and Servant Leadership. Most individuals see leadership as a position, not a person. In today's world, organizations are looking for leaders and managers to fill these positions that understand how to manage both "things" and people. The AAS degree in Organization Management is designed to give you the competency and tools necessary to successfully meet the need for frontline organization leadership. **Certificates of Completion (CCL)** are also offered in **Salesmanship, Small Business, Marketing, Project Management and Real Estate.**

State and National Certification: These occupations can often require specialized training, certification, or licensing in areas such as finance, securities, accountancy, information technology, and healthcare.

Advancement Options: The number of jobs for managers is related to the number of customer service and clerical workers also for business services management, administration, and human resources. Most new jobs for office managers will be created at doctors' offices and the health care industry. Department stores and temporary worker agencies will also add many new jobs for office managers. Operations in upper business services management can include corporate headquarters, front and back office operations, and customer contact and data centers.

Projected Job Growth: The business services sector has seen strong growth in Greater Phoenix in recent years. Between 2001 and 2005, total employment in the region increased 11%, while at the same time employment in management consulting increased 50%, commercial banks 37%, consumer lending 43%, investment advising 41%, accounting 28%, and legal services 16%.

Location	Pay Period	Bureau of Labor Statistics 2006 Salaries*		
		Entry-level	Median	Experienced
United States	Hourly	\$12.76	\$20.92	\$34.30
	Yearly	\$26,000	\$43,500	\$71,300
Greater Phoenix	Hourly	\$13.08	\$21.05	\$35.68
	Yearly	\$27,200	\$43,800	\$74,200
Arizona	Hourly	\$12.66	\$20.38	\$35.06
	Yearly	\$26,300	\$42,400	\$72,900

For more career information for Organizational Management, visit:
www.bls.gov/oco, www.maricopa.edu/workforce,
<http://www.acinet.org/>, or
www.mc.maricopa.edu/students/career/

For MCC program information, contact
Preston Cameron, 480-461-7729 or
Director, Dr. Linda Collins, 480-461-7077 or visit
<http://www.mc.maricopa.edu/dept2/management/>

*Labor market information provided by AZ Dept of Economic Security in cooperation with the U.S. Dept of Labor, Bureau of Labor Statistics. Wages will vary depending on the employer, location, hours worked, experience, responsibility and other factors. Career and Re-Entry Services will collaborate with academic and occupational program departments to develop internship and career experience opportunities.

Sample Job Titles: Office managers, retail and store managers, health care managers, business services managers, department managers, city managers,

Types of Employers: Agriculture, food, and natural resources, business, management and administration, finance and healthcare, government and public administration, hospitality and tourism, marketing, sales and services

Local Employers who posted related jobs on the Maricopa Career Network: Toyota, True West, SRP, Shamrock, Scottsdale Healthcare.

Professional Associations
International Leadership Association
<http://www.ila-net.org/join.htm>

For current job openings, go to
Maricopa Career Network
<http://mcmaricopa.jobing.com/>.

International Public Management Association
<http://www.ipma-hr.org/>

Organization Management Overview At-A-Glance

- Usually work in customer service or administrative support
- Plan the work of office and support staff
- Hire, Train and supervise employees
- Often deal with customers
- Most have at least an associate degree and work experience

www.azcis.intocareers.org

For additional information on Organization Management careers or to watch occupational videos, visit:

Arizona Career Information Systems (AzCIS)
www.azcis.intocareers.org

User name: mesacc; Password: 4azcis02
 Career Voyages

www.careervoyages.gov

Internships are supervised practical training in a short-term or temporary position with an emphasis placed on instruction, training, mentoring, networking and gaining applied work experience. These positions may be paid or unpaid. Contact Career and Re-Entry Services for internship information: 480-461-7430.

Internship Completed: _____ Dates: _____ Location: _____

Service-Learning is a teaching and learning method that connects meaningful community service with academic learning through guided reflection. Contact the Center for Service- Learning for more information: 480-461-7393.

Service-Learning Completed: _____ Dates: _____ Location: _____

Transfer Options: Contact Transfer Services for more transfer information: 480-461-7452.

Career Assessments Completed:

Career Assessment / Results	Date Completed	Reviewed by

Career Readiness Workshops / Activities Completed:

Workshop Name / Activity	Date Completed	Follow Up Contact (s)
Resume Writing Workshop		
Resume completed and reviewed by:		
Participate in Mock Interview		
How To Prepare for a Career Fair		
Attend Career Fair / Job Expo Location:		
Joined Professional Association:		

MCC Career and Re-Entry Services
Providing Guidance for Career and Workplace Success

For more Career Profiles, visit

<http://www.mc.maricopa.edu/students/career/careerprofiles.html>

Meet with a Career Advisor in Bldg #36, Room SS5N - adjacent to the Kirk Student Center, 480-461-7430

