Earning your degree with Schiller International University offers you opportunities: a chance to broaden your cultural horizons, hone your writing and speaking skills in more than one language, make new friends and professional connections, and become more involved as a citizen. However, for most people, the main advantage of a Schiller education is the edge it offers you when preparing for a career.

This guide to careers and career-hunting gives you an idea of some of the many occupational paths you can pursue as a Schiller International University graduate, along with tips for successfully managing your job search.
Popular Career Paths

The cross-cultural focus of Schiller International University’s curriculum can prepare students for many different opportunities in business, finance, international relations, and more.

Accountants
[ Business and Accounting Degree Holders ]

**Duties of the Role:** Accountants are the professionals who prepare and verify financial records. They can work for businesses, government departments, or individuals. They make sure all records comply with regulations.

**Required Training:** For entry-level positions, applicants will need a bachelor’s degree with significant accounting coursework. Advanced positions, or positions with additional responsibility, may require a master’s degree and professional qualifications, such as a CPA.

**Job Outlook:** The Bureau of Labor Statistics expects job openings for accountants to grow by 30% nationally through 2020, an addition of about 270,900 new jobs.¹

Personal Financial Advisors
[ Financial Planning Degree Holders ]

**Duties of the Role:** Personal Financial Advisors help families and individuals plan their tax, investing, and estate management strategies. They can also offer advice on insurance decisions.

**Required Training:** Entry-level applicants should hold a bachelor’s degree with significant coursework in finance and personal finance. Some employers are not choosy about what a student’s major is, so graduates with specific financial planning-related degrees may have an edge. For advanced roles, professional certification and a master’s degree provide the best advantage.

**Job Outlook:** The Bureau of Labor Statistics expects job openings for personal financial advisors to grow by 32% nationally through 2020, an addition of about 66,400 new jobs. ²
Budget Analysts
[ Business or Economics Degree Holders ]

Duties of the Role: Budget analysts work for all kinds of for-profit and non-profit organizations, tracking spending and helping executives make decisions about financial issues.

Required Training: Entry-level applicants should hold a bachelor’s degree with significant coursework in business, finance, and economics. Budget analysts who work for the Federal Government can gain professional certification with experience. Master’s degree holders will have the best prospects for advanced-level jobs.

Job Outlook: The Bureau of Labor Statistics expects job openings for budget analysts to grow by 10% nationally through 2020, an addition of about 6,500 new jobs.iii

Translators and Interpreters
[ International Relations and Diplomacy Degree Holders ]

Duties of the Role: Translators and interpreters help people communicate across cultures by converting writing and speech from one language to another. Translators commonly work with written materials, while interpreters work with speech. Translators and interpreters can work in business, diplomacy, public relations, and more.

Required Training: Individuals should be fluent in English and one other language. Holding a bachelor’s degree in a specific subject area can help increase employment chances, as it gives the applicant a base of specialized knowledge that can make technical translation possible.

Job Outlook: The Bureau of Labor Statistics expects job openings for translators and interpreters to grow by 42% nationally through 2020, an addition of about 24,600 new jobs. iv
Public Relations Officers
[ International Relations and Diplomacy Degree Holders ]

**Duties of the Role:** Public relations officers act as the face of businesses, organizations, and government departments. They talk to the press, write press releases, arrange interviews for members of their organizations, and may even arrange fundraising activities.

**Required Training:** A bachelor’s degree in business, international diplomacy, or marketing can help individuals secure employment in this field. Foreign language skills may offer a competitive edge.

**Job Outlook:** The Bureau of Labor Statistics expects job openings for public relations officers to grow by 23% nationally through 2020, an addition of about 58,200 new jobs.\(^x\)

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Information Systems Managers
[ Information Technology Degree Holders ]

**Duties of the Role:** Information systems managers are experienced professionals with business and IT knowledge. They direct an organization's IT resource management and deployment, overseeing the installation, maintenance, and use of technology.

**Required Training:** Applicants for these management positions should have experience in business and IT-related roles, along with educational experience that addresses information systems management. A master’s degree, such as Schiller’s MBA in Management of Information Technology, could help candidates gain a competitive edge. \(^vi\)

**Job Outlook:** The Bureau of Labor Statistics expects job openings for information systems managers to grow by 18% nationally through 2020, an addition of about 55,800 new jobs. \(^vii\)
Hospitality Managers
[ Hospitality Management ]

Duties of the Role: Hospitality managers ensure that guests at their hotels, resorts, theme parks, or convention centers have their wants and needs taken care of, and that operations are carried out in an efficient, cost-friendly manner. They oversee and train staff and inspect facilities.

Required Training: Competition for hospitality management jobs is intense, so students with a college degree in the field stand the best chance of making an impression on employers.

Job Outlook: The Bureau of Labor Statistics expects job openings for hospitality managers to grow by 8% nationally through 2020, an addition of about 4,300 new jobs.\textsuperscript{viii}

Registered Nurses
[ Nursing Degree Holders ]

Duties of the Role: Registered nurses provide care and education to patients in hospitals and clinics. They may specialize in a specific type of medicine or specific patient population (e.g., geriatric care).

Required Training: Entry-level nurses earn an associate’s degree in nursing and pass a national licensure exam. Experienced nurses can earn a Bachelor of Science in Nursing to prepare for supervisory roles.

Job Outlook: The Bureau of Labor Statistics expects job openings for registered nurses to grow by 26% nationally through 2020, an addition of about 711,900 new jobs.\textsuperscript{ix}
Tips for More Successful Career Hunting

Searching for a job can be daunting. However, Schiller International University’s Career Center is prepared to help all of our students put their best foot forward. We run job fairs, conduct mock interviews, and help you prepare to meet with employers. Here are five of our favorite tips for career seekers:

QUALITY, NOT QUANTITY:
It’s tempting to blast out your resume and cover letter to as many employers as possible (and, thanks to the Internet, very easy). Establish clear requirements for what you want from a job in terms of location, pay, and duties. Then, look for 5-7 opportunities you can apply for that match up well, and focus on impressing those hiring managers.

TAILOR YOUR RESUME AND COVER LETTER:
In addition to being choosy about which jobs you apply to, take the time to make your resume and cover letter highlight what each individual employer is looking for. Tell them specifically what interested you about their company and the role in the cover letter. Show enthusiasm and genuine interest.

DO YOUR RESEARCH:
It’s important to research your potential employer’s company. Thanks to search engines and the Internet, finding information about most large- or medium-sized organizations is quick and simple. Learn what you can about key executives, the company history, and current major projects, such as a reorganization or new product launch. Try to think of ways your experience and qualifications fit well with the company’s goals or culture.

Try to think of ways your experience and qualifications fit well with the company’s goals or culture.
LOOK (AND ACT) THE PART:
Sober and conservative business dress is the safest option for an interview or business lunch: you want to make an impression with your qualifications, not your fashion sense. Make sure all parts of your outfit are freshly cleaned and pressed, and don’t forget to polish your shoes. Turn up five minutes early to your interview, offer your interviewers a firm handshake and eye contact, and observe good table manners at a business lunch.

REMEMBER THEY Aren’T OUT TO GET YOU:
Many job applicants, even those with significant workplace experience, head in to interviews as if they are going to be confronted in an adversarial manner. The purpose of an interview isn’t to trick you in to ruling yourself out of the job. It’s to determine whether you are a good fit for the company — and whether the company is a good fit for you. Hiring managers want to hire someone, so relax and be prepared to show them your best side.

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