



Administrative Management careers

Experience. The Difference.



A career in Administrative Management

As a graduate of UniSA's Administrative Management program, you will be well prepared for a range of career opportunities that require commercial, marketing and analytical skills. Your comprehensive understanding of different strategies for finding, storing and using information will make you a valuable asset in administrative and management positions across most sectors.

With your highly transferable skill set, you'll be able to choose from a wide range of roles, employers and industries when looking for graduate positions. As you prepare to enter the job market, you may wish to keep a completely open mind, or narrow your focus to particular areas or occupations that interest you.

Employment opportunities for Administrative Management graduates have increased by about 30 per cent over the past five years.

This reflects Australia's strong economic growth over the last decade, which has led to a demand for skilled managers and administrators.

Which Occupations?

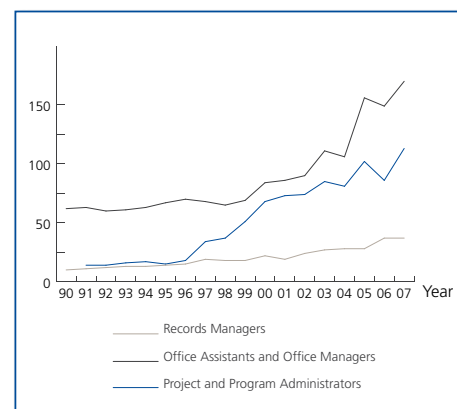
Armed with the knowledge and skills needed to manage information and services within almost any organisation, Administrative Management graduates may find employment in a variety of roles. Under the broad categories of project and program administrators, office managers and records managers, job titles may include: executive officer, administration manager, project officer, consultant, business manager, business analyst or training officer.

Which Companies?

Almost any medium to large company or organisation may employ graduates with a degree in Administrative Management and opportunities extend across both the private and public sector.

Graduates may be employed in any of the South Australian Government and Federal Government departments and agencies, in many commercial enterprises ranging from small through medium to large, within universities and schools or in hospitals.

The employment level ('000s of people) for Project and Program Administrators, Office Assistants and Managers, and Records Managers:



Employment snapshot

Project and Program Administrators

Job prospects:	GOOD
Employment predictions to 2011-12:	STRONG
Occupation size:	LARGE (119 000)
Ave weekly wage:	\$1096
% in FT work:	88%
Vacancy levels:	MODERATE
Vacancy reasons:	36% Job change 43% Leaving occupation 21% New jobs

Office Assistants and Managers

Job prospects:	GOOD
Employment predictions to 2011-12:	STRONG
Occupation size:	LARGE (170 900)
Ave weekly wage:	\$882
% in FT work:	70%
Vacancy levels:	MODERATE
Vacancy reasons:	11% Job change 69% Leaving occupation 20% New jobs

Record Managers

Job prospects:	GOOD
Employment predictions to 2011-12:	STRONG
Occupation size:	SMALL (3700)
Ave weekly wage:	\$1200
% in FT work:	82%
Vacancy levels:	MODERATE
Vacancy reasons:	30% Job change 55% Leaving occupation 15% New jobs

With skills in the management of information and services to ensure effective business and organisational management, your potential employers are numerous!

In order to make your job seeking manageable, you may wish to narrow your search to specific types of organisations or particular industries before you begin.

Which Industries?

The main employer of project and program administrators and records managers is the Government Administration and Defence sector, where graduates are often employed across local, State and Federal Government.

The second largest employer is the Property and Business Services sector, followed by Health and Community Services. Office managers will tend to be employed mainly in the Property and Business Services Sector.

Professional Recognition

This program is accredited by the Institute of Administrative Management (UK) and the Institute of Professional Secretaries and Administrators (Australia). Graduates can apply for membership of these bodies at an appropriate level.

Graduate Qualities and Employers

Employers look for graduates who have not only strong academic records and relevant qualifications but also the personal skills and qualities needed to do the job well. As you will know, UniSA programs are designed to develop a range of Graduate Qualities that are highly valued in the workplace.

With the Graduate Qualities you'll be able to approach employers knowing that you stand out from graduates of other institutions.

As a graduate of the Administrative Management program, you'll need to call on your analytical and communication skills in order to present yourself as the best candidate for the job. To meet this challenge, you might want to tell potential employers that you:

Have an ability to operate with a body of knowledge

You should emphasise that your UniSA program offered the most recent discipline knowledge designed to build a strong foundation in a range of areas encompassing business practice. Depending on the position, you could tell employers about courses such as Data Management, Management Principles for Administrators, Decision Support for Administrators and Foundations of Human Resources Management which all helped you develop specific skills. In addition, you were able to take elective courses in other discipline areas that complemented your foundation studies.

Are prepared for lifelong learning

Tell employers that your degree provided you with a broad theoretical and practical base in administrative management. You also studied a range of elective courses that helped to broaden your outlook and appreciation for further study and lifelong learning. Let employers know that you understand the strategies, avenues and information required to help keep your professional skills and knowledge up to date.

Are an effective problem solver

Inform employers that a major focus of the Administrative Management program was decision making and that you developed the skills to design and implement solutions to complex problems. Highlight that the aim of the Business Information Systems course was to develop your understanding of the importance of decision making and to provide a framework for an effective decision support system.

Can work autonomously and collaboratively

Make employers aware that your studies provided the opportunity to develop and put into practice your skills in working independently as well as in a team. Tell them about the assessment tasks that required group work, and the occasions on which you successfully completed an independent study or project.

You might want to mention that part of your study also involved developing skills in leadership and motivation.

Are committed to ethical action and social responsibility

Let employers know that underpinning all UniSA programs is a commitment to ethical business practice. As a student of the Administrative Management program, relevant areas of study included ethics and the practice of accounting, and key concepts of marketing as a business philosophy in the context of strategic and ethical trade and exchange.

Communicate effectively

Employers should know that one of the fundamental skills you developed in the Bachelor of Administrative Management was the ability to think logically and to communicate clearly and effectively. These skills were developed through a range of activities including oral presentations and group projects. You also gained a theoretical understanding of communication through topics such as organisational and interpersonal communication, organisational structure and culture and its effect on communication, negotiation, written business communication, interviews, and client communication.

Demonstrate an international perspective

Explain to employers that your degree emphasised the need to maintain an international perspective in your professional life. You could talk about topics you studied, such as Australia's changing role in the global market and in international trade, the international business environment and organisational environments, and the global context of managing. You might also want to tell employers about the many international students studying at UniSA campuses in Australia, who provided the opportunity for you to share knowledge and understandings with people from other cultures.

Note: Statistical data and occupational classifications used in this brochure have been sourced from the Department of Employment and Workplace Relations.

Further information

For more information about the programs, including fees, visit:
www.unisanet.unisa.edu.au/programs

Australian applicants

School of Management
City West Campus
Undergraduate Student Administrator
Telephone: 08 8302 0754
Email: ling.ly@unisa.edu.au
Website: www.unisa.edu.au/management/

International applicants

International Prospective Students Office
GPO Box 2471
Adelaide SA 5001
Telephone: (613) 9627 4854
Facsimile: (613) 9627 4864
Email: international.office@unisa.edu.au
Website: www.unisa.edu.au/internat

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Division of
Business