

WHAT CAN I DO WITH MY HEALTH ADMINISTRATION & POLICY DEGREE?



UMBC - CAREER SERVICES CENTER

HOSPITALS

- ≡ Medical Records Administrator
- ≡ Human Resources Generalist
- ≡ Volunteer Services Director
- ≡ Fundraising/Development Specialist
- ≡ Health Information Technician
- ≡ Admissions Staff
- ≡ Public Relations Specialist
- ≡ Patient Advocate/Rep.
- ≡ Risk Management Specialist
- ≡ Administrative Assistant
- ≡ Personnel Assistant
- ≡ Patient Relations Coordinator
- ≡ Credit Manager
- ≡ Assistant Administrator
- ≡ Recruiter

LONG-TERM CARE FACILITIES/ HOME HEALTH CARE SERVICES

Nursing Homes, Retirement Centers, Adult Day Care Centers, Home Health Care Agencies

- ≡ Admissions Representative
- ≡ Public Relations Specialist
- ≡ Recruiter
- ≡ Hospice Coordinator
- ≡ Marketing Specialist
- ≡ Human Resources Manager
- ≡ Volunteer Coordinator
- ≡ Program Coordinator
- ≡ Adult Day Care Coordinator
- ≡ Activities Leader/Director
- ≡ Health Educator

MANAGED CARE ORGANIZATIONS

HMOs, PPOs, POSs

- ≡ Physician Relations Specialist
- ≡ Quality Assurance Coordinator
- ≡ Provider Relations Coordinator
- ≡ Claims Adjuster
- ≡ Customer Service Rep.
- ≡ Public Relations Asst.
- ≡ Market Development Asst.

MEDICAL OFFICE ADMINISTRATION

Clinic, Medical/Dental Offices, Mental Health Centers

- ≡ Office Manager
- ≡ Financial Officer
- ≡ Personnel Assistant

MEDICAL-RELATED SALES

Medical & Dental Suppliers, Dental & Medical Equipment Manufacturers

- ≡ Assistant Buyer
- ≡ Market Researcher
- ≡ Sales Representative
- ≡ Product Trainer
- ≡ Marketing Specialist

CORPORATE BENEFITS PROGRAMS

- ≡ Benefits Coordinator
- ≡ Personnel/Human Resources Asst.
- ≡ Training/Education Specialist
- ≡ Wellness Program Developer
- ≡ Fitness Specialist
- ≡ EAP Administrator
- ≡ Health Promotions Officer
- ≡ Benefits/EAP Coordinator

PUBLIC HEALTH ADMINISTRATION

VA, Public Health Departments, Regulation Agencies

- ≡ Outreach Assistant
- ≡ Research Assistant
- ≡ Public Health Educator
- ≡ Community Outreach Worker
- ≡ Public Health Surveyor/Researcher
- ≡ Program Developer
- ≡ Health Educator
- ≡ Program Coordinator
- ≡ Community Health Educator
- ≡ Inspector
- ≡ Project Coordinator
- ≡ Social Service Administrator
- ≡ Health Statistician

POLICY / ADVOCACY

Congress / State Legislatures / Local Governments

- ≡ Congressional/Legislative Aide
- ≡ Legislative Research Assistant
- ≡ Legislative Correspondent
- ≡ Campaign Staffer/Aide
- ≡ Policy Analyst
- ≡ Committee Staff Person

Volunteer/Assistance Organizations

Red Cross, Blood Banks, Domestic Violence Shelters, Meals on Wheels

- ≡ Volunteer Coordinator
- ≡ Program Coordinator
- ≡ Fund-Raiser/Development Associate
- ≡ Domestic Violence Prevention Spec.
- ≡ Sexual Assault Prevention Educator
- ≡ Pregnancy Prevention Counselor
- ≡ Community/Field Organizer
- ≡ Parent Educator
- ≡ Advocate
- ≡ Field Worker
- ≡ Abuse Prevention Educator
- ≡ Substance Abuse Prevention Educator
- ≡ Project Manager
- ≡ Health Educator
- ≡ Membership Coordinator
- ≡ Public Relations Specialist
- ≡ Community Relations Officer

Health-Related Professional Associations, National Organizations

AMA, AARP, American Lung Association

- ≡ Project Manager
- ≡ Political Organizer
- ≡ Fund-Raiser/Development Associate
- ≡ Legislative Advocate
- ≡ Membership Coordinator
- ≡ Meetings Coordinator
- ≡ Public Relations Specialist
- ≡ Research Assistant
- ≡ Program Developer
- ≡ Special Events Planner
- ≡ Public Policy Analyst

KEEP IN MIND...

This list is just a brief introduction to your career options - it is *not* a complete list! Also keep in mind that although these career fields are open to you as a HAPP major, you must take extra steps to prepare yourself for a competitive job market. It is important to:

- (1) **Obtain relevant internship, co-op, or volunteer experience** (see CSC about their part-time, major-related job announcements and the Shriver Center about co-op, internship, and service opportunities) *and*
- (2) **Supplement your HAPP course work** with classes that would be relevant and beneficial to your chosen career field.

Make an appointment with a career advisor for suggestions on researching your career options, choosing a career field, and preparing for your chosen occupation.

ADDITIONAL RESOURCES

Internet sites: that allow you to explore career options for Health Administration and Policy degree:

- ≡ Career Services Center - Links by Major: http://www.careers.umbc.edu/students/websites_major.php
- ≡ HAPP Alumni Corner and Archives: www.umbc.edu/happ/alumni.html

CSC Career Resource Center (MP 212):

- ≡ *Health Professions: Career and Education Directory*
- ≡ *Vault Guide to the Top Health Care Employers*