

# Career Snapshot: Human Resources

## Career Roles and Responsibilities

A career in human resources involves helping an organization manage its' people to achieve its' vision and mission. Human resource professionals play a strategic role as part of the management team, and serve as a vital "link" between management and the employees of an organization.

A number of professionals in smaller to mid-size organizations serve in a "generalist" role and administer all aspects of human resources, while professionals in larger organizations may specialize in one specific role. Here's a look at some of those human resource roles:

**Staffing or Recruiting** – These professionals are involved in every aspect of the recruitment and search process to find the best talent for the organization – including marketing, recruitment, screening, interviewing, and actual hiring in some cases.

**Training** – Trainers plan, coordinate and conduct training and orientation for all levels of employees in the organization. This may include general orientation to the organization, or a new or revised way of doing something. It also may include training in a specific skill which will allow the employee to do their job in a more effective and efficient manner.

**Compensation** – These professionals develop and administer wage/salary and fringe benefit plans of the organization to ensure accuracy and effectiveness – including the provision of information to employees to create an understanding of their wage/salary and fringe benefits.

**Employee Relations** – They establish, maintain and nurture employee-management relationships, with a focus on building and elevating employee morale and quality of life in the workplace.

**Labor Relations** – These professionals, working in unionized work environments, deal with union contracts, negotiate collective bargaining agreements, enforce contractual arrangements and handle grievance procedures.

## Career Outlook

As the field of human resource management expands, the Bureau of Labor Statistics projects overall employment in human resources to grow by 22 percent between 2008 and 2018, faster than the average. In addition, Money Magazine and Salary.com rate human resource management as one of the top five professions in the United States in regard to job prospects and salary.

## Career Entry, Advancement and Acceleration

Human resource professionals typically need a Bachelor's degree in business administration or human resources to begin their career. According to the Bureau of Labor Statistics, advanced degrees such as an MBA are increasingly preferred to progress to higher level positions in the field. Certifications, such as the Professional in Human Resources (PHR) and the Senior Professional in Human Resources (SPHR), add significant value to a human resource professional's qualifications.

If you're someone looking to start your career, your MBA will give you an edge in the job market over candidates who do not possess this degree. In today's competitive market, new job candidates need every edge possible to stand out with employers.

If you're gainfully employed and looking to accelerate your career to the next level, your MBA may help you reach new heights. The vast majority of company executives believe that a graduate degree in business is important to reach senior management ranks within a company.

## More Information

For more information about careers in human resources, here are some resources you may find helpful:

America's Career InfoNet – Human Resources

[www.careerinfonet.org](http://www.careerinfonet.org)

Click on "Occupation Profile" and search for Human Resources

Careers-in-Business – Human Resources

<http://careers-in-business.com/hr.htm>

Occupational Outlook Handbook – Human Resources

*Human Resources Specialists* – <http://www.bls.gov/ooh/business-and-financial/human-resources-specialists-and-labor-relations-specialists.htm>

*Human Resources Managers* – [www.bls.gov/ooh/management/human-resources-managers.htm](http://www.bls.gov/ooh/management/human-resources-managers.htm)

*Training and Development Managers* – [www.bls.gov/ooh/management/training-and-development-managers.htm](http://www.bls.gov/ooh/management/training-and-development-managers.htm)

O\*NET OnLine – Human Resources

[www.onetonline.org/find/result?s=human+resources&g=Go](http://www.onetonline.org/find/result?s=human+resources&g=Go)

Career Overview – Association Directory – Human Resources

[www.careeroverview.com/human-resource-associations.html](http://www.careeroverview.com/human-resource-associations.html)

Weddles – Association Directory – Human Resources

<http://weddles.com/associations/results.cfm?Industry=59>

What Can I Do With This Major? – Human Resource Management

<http://whatcanidowiththismajor.com/major/human-resource-management/>

## **Next Steps**

To help launch, advance or accelerate your career in human resources, schedule an appointment with Clarkson University Career Services at [career@clarkson.edu](mailto:career@clarkson.edu).

Sources: Careers-in-Business, Occupational Outlook Handbook, O\*NET OnLine and United States Department of Labor – Bureau of Labor Statistics