

# Human resources

## W. P. Carey Career Management and Employer Engagement: Business degree fast facts

Organizations of any size need knowledgeable individuals to manage their personnel assets and make informed decisions regarding the development of its employees. From bringing new staff in the door to helping employees stay happy, HR is responsible for what might be the most important resource a company has — its people. The W. P. Carey business degree in human resources prepares you to apply your understanding of foundational business concepts and human resource theory within the professional environment. This program develops the critical thinking and writing abilities necessary for effective organizational communication and personnel management.

Typical HR responsibilities are in major areas such as recruiting and staffing, compensation and benefits, training and learning, labor and employee relations, and organization development.

These areas all deal with helping employees in an organization perform more effectively and satisfactorily on the job. Delivered by the W. P. Carey Department of Management and Entrepreneurship, upper-division courses in this program focus on staffing, employment law, and human resources in a global setting. These courses prepare students for managing and developing the people in an organization. This includes finding and hiring employees, helping them grow and learn within the organization, and managing the process when an employee leaves.

Average human resources salaries will vary greatly due to location, company, industry, experience, and benefits, but are expected to be in the range of \$35,000 to \$55,000 for W. P. Carey graduates.<sup>1</sup>

## Pursue diverse career opportunities

- Employee relations manager
- Employment interviewer
- Human resource analyst
- Human resource manager
- Human resource specialist
- Information clerk
- Leadership development trainee
- Payroll manager
- Recruiter
- Recruiting manager
- Training associate

## Map your future in human resources

### Human resource manager

Plan, direct, and coordinate the administrative functions of an organization. Oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization's management and its employees.

### Human resource specialist

Recruit, screen, interview, and place workers. May also handle human resources work in a variety of other areas, such as employee relations, payroll and benefits, and training.

### Human resource analyst

Often called management consultants. Propose ways to improve an organization's efficiency. Advise managers on how to make organizations more profitable through reduced costs and increased revenue.

### Employee relations manager

Oversee employment policies in union and nonunion settings. Draw up, negotiate, and administer labor contracts that cover issues such as grievances, wages, benefits, and union and management practices.

### Payroll manager

Supervise the operations of an organization's payroll department. Ensure all aspects of payroll are processed correctly and on time. Administer payroll procedures, prepare reports for the accounting department, and resolve any payroll problems or discrepancies.

### Recruiting manager

Sometimes called staffing managers. Oversee the recruiting and hiring responsibilities of the human resources department. Supervise a team of recruiters and take on recruiting duties when trying to fill high-level positions. Develop a recruiting strategy that helps meet organizational staffing needs and effectively competes for the best employees.

### Labor relations specialist

Interpret and administer a labor contract regarding issues such as wages and salaries, employee welfare, health care, pensions, and union and management practices. Handle grievance procedures, which are a formal process through which employees can make complaints.

## Employment interviewer

Work in an employment office and interview potential applicants for job openings. Refer suitable candidates to employers for consideration.

## Add value to your degree

As a W. P. Carey student, the classroom experience is just one part of your preparation for a successful career. A variety of extracurricular opportunities provide you with practical, real-world experiences to complement your classroom studies.

## Human resources internships

[wpcarey.asu.edu/management-degrees/internship-information](http://wpcarey.asu.edu/management-degrees/internship-information)

Human resources internships give students the opportunity to perform tasks and complete assignments in the field of human resource management — applying the skills and knowledge acquired in your coursework to real-world situations.

**Society for Human Resource Management**  
[shrm.org](http://shrm.org)

**National Association of Professional Employer Organizations**  
[napeo.org](http://napeo.org)

**Professionals in Human Resources Association**  
[pihra.org](http://pihra.org)

**Society for Human Resources Management Student Chapter at ASU**  
[facebook.com/groups/634079610058729](https://facebook.com/groups/634079610058729)

## Contact

Visit [asu.joinhandshake.com/appointments](http://asu.joinhandshake.com/appointments) to schedule an appointment with your career coach.

<sup>1</sup> National Association of Colleges and Employers Salary Survey