Roadrunner Career Report

Top 5 Common Job Titles:
1. Accountant
2. Management Analyst
3. Budget Analyst
4. Executive Director
5. Director of Human Resources

Industries They Work In:
64.1% Public Administration
13% Educational Services
5.9% Healthcare & Social Assistance
4.6% Professional, Scientific & Technical Services
4.1% Finance & Insurance

Top 5 Employers (UTSA):
1. City of San Antonio
2. USAA
3. Bexar County
5. U.S. Army

Where They Live:
San Antonio
Houston
Austin
Dallas/Fort Worth
Washington, D.C.

What They Make:
1st Year: $37,211
5th Year: $55,125
10th Year: $69,563

“Working toward the master’s in public administration, you are exposed to a wide variety of aspects of public service that include theory and the analytical aspects. The UTSA program prepares you for the future and gives you excellent skills to use as a foundation for your career...”

-Colleen Swain

Information Collected: 12/15/17
University Career Center
210-458-4589 career.services@utsa.edu
SU 2.02.04 careercenter.utsa.edu
Data provided courtesy of: © UTSSeek Labor Insights (industry, salary), @ Linkedin - UTSA (employers, locations), © NACE (general skills), and © Burning Glass Reports (job titles, specialized & software skills).

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15 In-Demand Specialized Skills:
- Microsoft Excel
- Microsoft Office
- Budgeting
- Project Management
- Customer Service
- Scheduling
- Sales
- Supervisory Skills
- Microsoft PowerPoint
- Microsoft Word
- Accounting
- Staff Management
- Customer Contact
- SQL

In-Demand Software Skills:
- Microsoft Excel
- Microsoft Office
- Microsoft PowerPoint
- Microsoft Word
- SQL
- JAVA
- Oracle
- LINUX
- SAP
- JavaScript
- Microsoft Access
- Salesforce
- Python
- Enterprise Resource Planning (ERP)
- UNIX

In-Demand Basic or “Power” Marketable Skills:
- Communication Skills
- Writing
- Planning
- Problem Solving
- Team Work/ Collaboration
- Organizational Skills
- Research
- Detail-Oriented
- Building Effective Relationships
- Computer Skills
- Creativity
- Multi-Tasking
- Troubleshooting
- Time Management
- Presentation Skills

NACE Career Readiness Competencies:

CRITICAL THINKING/ PROBLEM SOLVING
analyzing, decision-making, & solution-focused

ORAL/WRITTEN COMMUNICATIONS
effectively & clearly articulating thoughts & ideas

TEAMWORK/ COLLABORATION
capable of building collaborative relationships & managing conflict

DIGITAL TECHNOLOGY
efficiently utilize existing digital technologies & adapt to emerging technologies

LEADERSHIP
leverage strengths of others to motive & achieve common goals

PROFESSIONALISM/ WORK ETHIC
demonstrate personal accountability and effective work habits

CAREER MANAGEMENT
identify career goals & areas necessary for professional growth

GLOBAL/ INTERCULTURAL FLUENCY
demonstrate openness, inclusiveness, sensitivity, & interacts respectfully with all people

Public Administration