

CAREER RESPONSIBILITIES

The Health Care Administration program prepares students to take on decision-making roles within the health care environment. Graduates may go on to roles in a variety of health care facilities, including nursing homes, hospitals, clinics, and managed care organizations. Duties may vary, but include management duties such as planning and coordinating departmental activities to personnel and staffing, purchasing, public relations, fund raising, and program evaluation. Health Care Administrators work closely with physicians and institutional governing bodies, and governmental regulators.

Skills Associated With Health Care Administration Majors

- Exceptional organizational, record keeping, public speaking, and interpersonal skills
 - Ability to supervise and evaluate personnel
- Leadership and business skills are a must; ability to work well with others
 - Ability to take initiative and demonstrate positive outcomes

Sample Career Titles

Clinical Administrator	Health Information Administrator	Non-Profit Director
Commercial Wellness Center Director	Health Practitioner	Nursing Home Director
Community Health Director	Health Promotion Specialist	Physical Therapist
Community Organization Director	Health Service Administrator	Physician's Assistant
Community Outreach Coordinator	Health Teacher	Professor
Coordinator	Hospital Administrator	Program Administrator
Consultant	Hospital Health Educator	Provider Relations Director
Corporate Trainer	Hospital Supply Administrator	Public Health Administrator
Counselor	Industrial Hygienist	Public Health Director
Development Specialist	Insurance Agent	Public Relations Specialist
Director of Managed Care	Lifestyle Consultant	Rehabilitation Counselor
Director of Nursing	Long Term Care Administrator	Risk Manager
EMS Administrator	Managed Care Administrator	School Health Educator
Field Health Officer	Medical Facilities Director	School Welfare Administrator
Financial Analyst	Medical Records Administrator	Social Worker
Fundraiser	Medical Salesperson	University Health Educator
Health Care Consultant	Medical Social Worker	Wellness Director
	Mid-Level Hospital Manager	

** Some careers may require additional training and/or education

To find out more about the daily work of these professions, skills needed, and salary ranges, go to [Occupational Outlook Handbook](#) and type a career title into the search field.

Visit **Career Education & Development**, 124 Bailey Library, to discuss these occupations and career opportunities with a Career Counselor.