Careers

Chief Human Resource Officer
Compensation & Benefits Manager
Employment Assistant*
HR Coordinator
Human Resource Analyst*
Human Resource Assistant*
Human Resource Generalist
Human Resource Manager
Human Resource Specialist
• Compensation & Benefit Specialist
• Employee Relations Specialist
• Placement Specialist
• Recruitment Specialist
• Staffing Specialist
• Wage & Benefit Specialist
Payroll Assistant*
Personnel Assistant*
Personnel Director Recruiter*

*designates entry level job

Strategies for Success

• Cultivate your decision making skills. Practice the art and science of weighing options, making decisions, and articulating your reasoning process. Read case studies and follow the news to stay abreast of legal issues in HR.

• Exemplify strong interpersonal skills. Some HR professionals regularly collaborate on teams and must reach goals and deadlines as part of a group. Others must interact with others through the hiring process.

• Seek out opportunities to take on leadership roles. Coordinate projects when possible and look for opportunities in which you can delegate and manage others.

• Be organized. Experiment to find the systems that work best for you in staying on task and being productive in both your daily routine and when tasked with a project. HR professionals may find themselves holding confidential information, managing several projects at once, and having to prioritize and delegate tasks while keeping track of deadlines and budgets: Organization is key!

• Speaking skills are required for those who go on to management or those who lead training sessions. Take advantages of opportunities to speak to others in your church, classroom, dorm, and volunteer environments.

• Stay up-to-date in your field. Set up twitter lists, RSS feeds, and join LinkedIn Groups to stay regularly in contact with current best practices and issues in human resources.

• Start taking confidentiality seriously. A breach in confidentiality can be devastating for a human resource professional’s reputation.

• Begin collaborating with colleagues from other disciplines. Have a good understanding of finance and accounting principles. Payroll and compensation professionals especially will need to collaborate well and frequently with finance professionals.

The Holland Code system is designed to connect individuals with the career field that best fits their personality. The system scores the test taker on six separate scales: Realistic (R), Investigative (I), Artistic (A), Social (S), Enterprising (E), and Conventional (C). The two or three highest scores represent an individual’s strongest attributes. Here are a few examples of positions associated with this major:

- Human Resources, Training & Labor Relations Specialists (SER)
- Human Resource Arbitrator (SEA)
- Human Resources Manager (SEC)
- Human Resource Advisor (ESR)

The FOCUS 2 Career Assessment utilizes these Holland Codes and is a free resource to Liberty students. Assessment results are matched to career options and majors offered at Liberty. To access this free resource visit www.Liberty.edu/Focus2.

Resources

On-Campus and Local Resources
- Access the Christian Service Web page to see where other students have served. Almost every ministry, organization, or company has a human resources office that you might be able to volunteer in.
- Consider joining Liberty’s Society for Human Resource Management Student Chapter.
- Consider becoming involved in Lynchburg’s Chamber of Commerce.

Online Resources
Visit the website of the following organizations:
- WorkForce
- Human Resources Certification Institute
- Bureau of Labor Statistics
- GlassDoor
- National Association of Colleges and Employers (NACE)
- NACE Salary
- Salary.com

The Washington Fellowship
Consider spending a semester doing an internship with The Washington Fellowship. Potential locations include the following: U.S. Marshalls, the British Embassy, the Society for Human Resource Management, and nearly any large company, organization, or department. To learn more visit: www.Liberty.edu/Washington.

Sample Résumés
For a variety of sample résumés visit the Liberty University Career Center.

www.Liberty.edu/Careers • (434) 592-4109 • Careers@liberty.edu