

Health Services Administration

college to career major map



Career Development Center

	1ST YEAR	2ND YEAR	3RD YEAR	4TH OR FINAL YEAR
Academics	<p>Start taking LASC courses as well as foundational and core Health Services Administration courses.</p> <p>Need a little help in your classes? Look into tutoring with the Academic Support Center.</p>	<p>Take a deeper dive into the discipline of Health Services Administration and begin considering a minor such as Business Administration or Gerontology and/or a certificate in Healthcare Leadership, Quality & Patient Safety, or Long-Term Care Administration.</p> <p>Explore a faculty-mentored research opportunity and field opportunities.</p>	<p>In addition to working with your advisor to get your access code, schedule an appointment with them to ensure you're on track for graduation.</p> <p>Take inventory of your professional goals and decide if your future will need to include graduate school. If so, connect with faculty, take the necessary exams, and keep track of application timelines.</p>	<p>Participate in the Student Academic Conference or other national and international conferences to showcase research, connect with employers, and to boost your resume.</p> <p>Ensure you submit your application for graduation on time.</p>
On-Campus Experience	<p>Join a major or interest-specific student organization.</p> <p>Participate in Student Life Pathways in-person or online to continue growing your skills/knowledge outside of the classroom. We recommend starting with the Community Life Pathway.</p>	<p>Find an on-campus, part-time, or full-time job in your community. Use sites such as DragonJobs powered by Handshake, LinkedIn, Indeed, or Discover Health Admin to see open positions.</p> <p>Continue working on your Student Life Pathways. Try working your way through the Personal Wellness and the Equity and Inclusion paths.</p>	<p>Begin your leadership journey running for an officer position in a student organization, or get involved with a local community organization.</p> <p>We suggest focusing on the Professional Success and Contribution and Influence Student Life Pathways. These will help connect you to potential employers and develop skills for success post-graduation.</p>	<p>Assess what experiences or skills are areas of growth for you and fill in gaps with volunteering, organizations, or part-time employment.</p> <p>Finish up your pathways and be sure to add your accomplishments to your LinkedIn and resume.</p>
Connect to the Community & World	<p>Volunteer on or off-campus with different community organizations such as Sanford Health, Essentia Health, or one of the area's senior living communities in Fargo-Moorhead. For students living outside of the area, check to see what volunteer opportunities are available at local hospitals or long-term care facilities.</p>	<p>Join LinkedIn to begin building your professional network and online presence. Think of your profile as a virtual resume and make sure to update it regularly to reflect new jobs, research, coursework, volunteering, involvement, and skills.</p>	<p>Consider a study abroad experience to elevate your personal and professional growth while developing the cultural sensitivity required to provide highly efficient patient-centered care. In a study tour group, you'll get a unique opportunity to learn about healthcare delivery in international healthcare settings.</p>	<p>Join professional organizations such as the Professional Association of Health Care Office Management or the American College of Healthcare Executives to gain access to research, continuing education, and job boards.</p> <p>Get involved in your local Chamber of Commerce or Young Professionals Network to expand your professional network.</p>
Understand Your Career	<p>Explore your interests, skills, and values and learn about the career readiness competencies by taking the FOCUS 2, an online assessment free for all MSUM students.</p> <p>Schedule an appointment with the Career Development Center to review your FOCUS 2 results and to begin building your resume.</p>	<p>Start researching potential career paths on O*Net or the Occupational Outlook Handbook. Here, you will be able to find valuable information such as typical tasks associated with the profession, skills, and knowledge needed, education and licensures needed, wages and employment trends, professional organizations, and related occupations. We suggest you search for careers such as Medical and Health Services Managers.</p>	<p>Attend professional development-related events on-campus or virtually, and connect with faculty to learn more about the field and gain insights on how to be successful in your job search.</p> <p>Find an internship with a local or regional organization to learn the ins and outs of your chosen career. Before applying, schedule an appointment with the Career Development Center to help you prepare.</p>	<p>Network relentlessly! Attend the spring Career Fairs to get connected to employers looking to hire soon-to-be grads. Check DragonCentral for more information.</p> <p>Schedule appointments with a Career Coach to go over your professional documents and to prepare for upcoming interviews. And remember, once a dragon always a dragon. You have access to these services for life.</p>

Where can you go?

A degree in **Health Services Administration** can take your career in many directions. Most students choose to enter the workforce right after graduation while others continue their education. Our students are equipped with a strong foundation for a career as a(n):

- Clinical manager
- Medical and health services manager
- Healthcare executive
- Healthcare administrator
- Nursing home administrator
- Health information manager

What skills will you need?

To be successful in the world of **Health Services Administration** you will need the following skills:

- decision making
- detail orientated
- interpersonal
- analytical thinking
- communication
- critical-thinking
- managerial
- time-management

Thankfully, through coursework, on-campus or community involvement, part-time employment, and internships, you will be prepared for life post-graduation.