

DEPAUL UNIVERSITY

CAREER CENTER



A Guide to Career Options: What Can I do with a Bachelor's Degree in Finance?

Multi-Level Positions for Finance Majors

General Job Areas:

Banking Center Manager	Cost Estimator	Loan Officer
Benefits Officer	Credit Analyst	Management Consultant
Branch Manager	Credit Manager	Market Researcher
Budget Analyst	Financial Advisor	Mortgage Banker
Business Analyst	Financial Analyst	Mortgage Loan Officer
Business Manager	Financial Consultant	Private Banker
Cash Manager	Financial Manager	Project Control Specialist
Commercial Banker	Financial Planner	Project Manager
Commercial Credit Analyst	General Manager	Research Analyst
Commercial Loan Officer	Inventory Analyst	Treasurer
Controller	Investor Relations Officer	Trust Officer

Insurance/Real Estate Area:

(One could also major in Business Administration, Economics, Management or Marketing at DePaul)

Actuary	Real Estate Appraiser
Claims Adjuster	Real Estate Officer
Insurance Agent	Realtor
Insurance Broker	Residential Real Estate Agent/Broker
Insurance Service Representative	Risk Manager
Loss Control Specialist	Underwriter
Property Management Real Estate Advisor	

Investments Area:

(One could also major in International Business or Economics at DePaul)

Commodity Broker	Portfolio Manager
Equity Analyst	Project Finance
Hedge Fund Principal Trader	Public Finance
Investment Manager	Research Analyst
Investment Operation Specialist	Securities Analyst
Mutual Fund Analyst	Stock Broker
Portfolio Management Marketing	Trader

Other Positions:

(A choice of a double major may be helpful combined with Finance in the these fields)

Accountant	Contract Administrator	Operations Coordinator
Account Representative	Deputy District Attorney	Principal
Articling Student	Housing Accounting Clerk	Product Support Representative
Auditor	Industry Economist	Registered Representative
Bureau of Labor Statistics Analyst	Inventory Analyst	Staffing Specialist
Regional/Urban Planner	Labor Relations Manager	

Job Descriptions (can be found in the Occupational Outlook Handbook, unless otherwise noted)

General Area:

Banking Center Manager: You would be responsible for overseeing all activities at your branch including opening new accounts, loan origination, solving customer problems, foreign exchange and safe deposit boxes. Most importantly, you are responsible for establishing relations with customers. This job can be very satisfying, is never boring and requires you to be hands-on. Many bank managers start as tellers or customer service representatives. Key things to have for this position are customer service skills, empathy, quantitative ability, strong work ethic, organization and a solid understanding of banking. Can move up to be a market manager and oversee branches in a market. *Also known as Branch Manager*

Benefits Officer: Duties involve managing pension fund assets, setting up employee 401(k) plans, determining health care benefits policies and working with human resources to set up cost-effective employee benefits. This job requires a combination of finance knowledge, knowledge of human resources management and understanding of organizational behavior.

Budget Analyst: Work in private industry, nonprofit organizations, and the public sector. In private sector firms, a budget analyst's main responsibility is to examine the budget and seek new ways to improve efficiency and increase profits. In nonprofit and governmental organizations, which usually are not concerned with profits, analysts try to find the most efficient way to distribute funds and other resources among various departments and programs. Analysts examine budget estimates and proposals for completeness; accuracy; and conformance with established procedures, regulations, and organizational objectives. Sometimes they employ cost-benefit analyses to review financial requests, assess program tradeoffs, and explore alternative funding methods. They also examine past budgets and research economic and financial developments that affect the organization's spending. This process enables analysts to evaluate proposals in terms of the organization's priorities and financial resources.

Business Analyst: The job description of a business analyst is rather extensive. He or she must first determine the needs for a company by using many tools. They may conduct interviews with management and other department leaders and analyze documentation, facts and figures. The analyst should incorporate a site survey to determine applications being used and what may be needed for superior quality performance. He or she will consider business applications currently being used which may or may not be working. They will also conduct business analysis and a work flow analysis to assess difficulties in reaching goals and to determine a better strategy.

Business Manager: Plan, direct, or coordinate the operations of companies or public and private sector organizations. Their duties include formulating policies, managing daily operations, and planning the use of materials and human resource. However, are too diverse and general in nature to be classified in any one area of management or administration, such as personnel, purchasing, or administrative services. In some organizations, the duties of general and operations managers may overlap the duties of chief executive officers. *Also known as General Manager*

Cash Manager: Monitors and controls the flow of cash receipts and disbursements to meet the business and investment needs of the firm. For example, cash flow projections are needed to determine whether loans must be obtained to meet cash requirements or whether surplus cash should be invested in interest-bearing instruments.

Commercial Banker: is responsible for establishing and maintaining positive customer relationships, planning and delivering effective sales strategies and monitoring the progress of new and existing financial products. Bankers may work as managers in high street branches, providing operational support on a day-to-day basis, or in more specialized posts in corporate or commercial departments at area, regional or head offices. Banks operate in a fiercely competitive marketplace where change is common. Products and services must develop to satisfy the expectations and demands of customers. Working with staff and customers to achieve targets has become a major part of the role.

Credit Analyst: This is a common entry level job which requires that you evaluate business and consumer loan applications made to your bank. Your duties include projecting a company's future cash flow, evaluating its current financial soundness, visiting and interacting with financial people at businesses and dealing with lenders. You will learn a lot about business in this job. Your success in this job will depend on how detail-oriented you are, your knowledge of accounting and your ability to communicate.

Commercial Loan Officer: Facilitate institutional lending by finding potential clients and helping them to apply for loans. Loan officers also gather personal information about clients and businesses to ensure an informed decision regarding their creditworthiness and the probability of repayment. Loan officers may also provide guidance to prospective borrowers who have problems qualifying for traditional loans. For example, loan officers might determine the most appropriate type of loan for a particular customer and explain specific requirements and restrictions associated with the loan. Loan officers usually specialize in commercial, consumer, or mortgage loans. Commercial or business loans help companies pay for new equipment or expand operations; consumer loans include home equity, automobile, and personal loans; mortgage loans are made to purchase real estate or to refinance an existing mortgage. As banks and other financial institutions begin to offer new types of loans and a growing variety of financial services, loan officers will have to learn about these new product lines. *Also known as Mortgage Loan Officer or Loan Officer*

Controller: Oversees the preparation of financial reports, direct investment activities, and implement cash management strategies. Controllers also develop strategies and implement the long-term goals of their organization. They direct the preparation of financial reports, such as income statements, balance sheets, and analyses of future earnings or expenses, that summarize and forecast the organization's financial position. Controllers also are in charge of preparing special reports required by regulatory authorities. Often, controllers oversee the accounting, audit, and budget departments.

Cost Estimator: Develop the cost information that business owners or managers need to make a bid for a contract or to decide on the profitability of a proposed new product or project. They also determine which endeavors are making a profit. Regardless of the industry in which they work, estimators compile and analyze data on all of the factors that can influence costs, such as materials, labor, location, duration of the project, and special machinery requirements, including computer hardware and software. Job duties vary widely depending on the type and size of the project. *Also known as Project Control Specialist or Project Manager*

Credit Manager: Oversees the firm's issuance of credit, establishing credit-rating criteria, determining credit ceilings, and monitoring the collections of past-due accounts. This job requires knowledge of the customer and ability to analyze accounting statements.

Financial Advisor: Assess the financial needs of individuals. Advisors use their knowledge of investments, tax laws, and insurance to recommend financial options to individuals. They help them to identify and plan to meet short- and long-term goals. Planners help clients with retirement and estate planning, funding the

college education of children, and general investment choices. Many also provide tax advice or sell life insurance. Although most planners offer advice on a wide range of topics, some specialize in areas such as retirement and estate planning or risk management. *Also known as Financial Consultant or Financial Planner*

Financial Analyst: Assess the economic performance of companies and industries for firms and institutions with money to invest. Also called securities analysts and investment analysts, they work for investment banks, insurance companies, mutual and pension funds, securities firms, the business media, and other businesses, helping them make investment decisions or recommendations. Financial analysts read company financial statements and analyze commodity prices, sales, costs, expenses, and tax rates in order to determine a company's value and to project its future earnings. They often meet with company officials to gain a better insight into the firm's prospects and to determine its managerial effectiveness.

Financial Manager: Oversee the preparation of financial reports, direct investment activities, and implement cash management strategies. Managers also develop strategies and implement the long-term goals of their organization.

Inventory Analyst: is responsible for maintaining targeted inventory levels for the distribution facilities of the company either locally or nationwide depending on the size of the company. Ongoing analysis of various business factors including past and present retail performance, seasonality, and annual promotions will aid you in forecasting future sales and the replenishment of merchandise for these facilities. An inventory analyst will also work closely with vendors, dealers, and distribution center staff to ensure accurate and timely orders while providing customer service to retailers which is also a key responsibility.

Investor Relations Officer: Duties involve dealing with the investing public by disseminating financial information, responding to queries from institutional investors, issuing press releases to explain corporate events and organizing teleconferences with investors. This challenging job involves contacts with top-level executives and requires understanding of finance and public relations. Many who hold this job have backgrounds in PR or advertising.

Management Consultant: Analyze and propose ways to improve an organization's structure, efficiency, or profits. After obtaining an assignment or contract, management analysts first define the nature and extent of the problem that they have been asked to solve. During this phase, they analyze relevant data—which may include annual revenues, employment, or expenditures—and interview managers and employees while observing their operations. The analysts or consultants then develop solutions to the problem. While preparing their recommendations, they take into account the nature of the organization, the relationship it has with others in the industry, and its internal organization and culture. Insight into the problem often is gained by building and solving mathematical models, such as one that shows how inventory levels affect costs and product delivery times.

Market Researcher: Gather information about what people think. Market, or Marketing, Research Analysts help companies understand what types of products people want and at what price. They also help companies market their products to the people most likely to buy them. Gathering statistical data on competitors and examining prices, sales, and methods of marketing and distribution, they analyze data on past sales to predict future sales. Market research analysts devise methods and procedures for obtaining the data they need. Often, they design surveys to assess consumer preferences through Internet, telephone, or mail responses. They conduct some surveys as personal interviews, going door-to-door, leading focus group discussions, or setting up booths in public places such as shopping malls. Trained interviewers usually conduct the surveys under the market research analyst's direction. After compiling and

evaluating the data, market research analysts make recommendations to their client or employer. They provide a company's management with information needed to make decisions on the promotion, distribution, design, and pricing of products or services. The information also may be used to determine the advisability of adding new lines of merchandise, opening branches of the company in a new location, or otherwise diversifying the company's operations. ***Also known as Research Analyst***

Mortgage Banker: Make mortgage loans to homebuyers and businesses. This involves heavy contact with real estate professionals, credit checks, and dealing with new buyers. Today, many loans are sold to other investors in the mortgage backed securities market. This job has a good future because an increasing fraction of the population is likely to buy a house in the future.

Private Banker: is a personal financial advisor who works for people who have a lot of money to invest. While most investors are simply saving for retirement or their children's college education, these individuals have large amounts of capital and often use the returns on their investments as a major source of income. Because they have so much capital, these clients resemble institutional investors and approach investing differently from the general public. Private bankers manage portfolios for these individuals using the resources of the bank, including teams of financial analysts, accountants, lawyers, and other professionals. Private bankers sell these services to wealthy individuals, generally spending most of their time working with a small number of clients. Unlike most personal financial advisors, private bankers meet with their clients regularly to keep them abreast of financial matters; they often have the responsibility of directly managing customers' finances.

Treasurer: and finance officers oversee the preparation of financial reports, direct investment activities, and implement cash management strategies. Treasurers also develop strategies and implement the long-term goals of their organization. They direct the organization's budgets to meet its financial goals. They oversee the investment of funds, manage associated risks, supervise cash management activities, execute capital-raising strategies to support a firm's expansion, and deal with mergers and acquisitions.

Trust Officer: Delivers trust services, financial products and advice to bank customers (often more upscale ones). This work will give you knowledge of business, investing, estate planning, taxes, probate law and will involve a lot of counseling. ***Also known as Fiduciary Officer***

Insurance/Real Estate Area:

Actuary: Assemble and analyze data to estimate the probability and likely cost of an event such as death, sickness, injury, disability, or loss of property. Actuaries also address financial questions, including those involving the level of pension contributions required to produce a certain retirement income level and the way in which a company should invest resources to maximize return on investments in light of potential risk. Using their broad knowledge of statistics, finance, and business, actuaries help design insurance policies, pension plans, and other financial strategies in a manner which will help ensure that the plans are maintained on a sound financial basis.

Claims Adjuster: Plan and schedule the work required to process a claim. They might, for example, handle the claim filed after an automobile accident or after a storm damages a customer's home. Adjusters investigate claims by interviewing the claimant and witnesses, consulting police and hospital records, and inspecting property damage to determine the extent of the company's liability. Adjusters may consult with other professionals, such as accountants, architects, construction workers, engineers, lawyers, and physicians, who can offer a more expert evaluation of a claim. The information gathered—including photographs and statements, either written, audio, or on video tape—is set down in a report that is then used to evaluate the associated claim. When the policyholder's claim is legitimate, the claims adjuster negotiates with the claimant and settles the claim. When claims are contested, adjusters will work with attorneys and expert witnesses to defend the insurer's position.

Insurance Agent: Commonly referred to as "producers" in the insurance industry, sell one or more types of insurance, such as property and casualty, life, health, disability, and long-term care. Property and casualty insurance agents sell policies that protect individuals and businesses from financial loss resulting from automobile accidents, fire, theft, storms, and other events that can damage property. For businesses, property and casualty insurance can also cover injured workers' compensation, product liability claims, or medical malpractice claims. Life insurance agents specialize in selling policies that pay beneficiaries when a policyholder dies. Life insurance agents also sell annuities that promise a retirement income. Health insurance agents sell health insurance policies that cover the costs of medical care and loss of income due to illness or injury. They also may sell dental insurance and short-term and long-term-disability insurance policies. Agents may specialize in any one of these product areas, or function as generalists, providing multiple products to a single customer. *Also known as Insurance Broker*

Insurance Service Representatives: Sell insurance policies to companies and individuals to protect them financially from risks such as death, fire and theft. They may also deal with superannuation, income protection and other savings products.

Loss Control Specialist: Makes on-site service and prospect calls to identify and evaluate exposures, hazards, and controls related to workers' compensation. They analyze the business operations, management and organization of complex multi-location business operations and processes. They analyze and develop loss related information, and service plans, presenting loss control reports to management with recommended corrections to physical weakness, reduce losses, and develop or strengthen management or administrative controls. Specialists prepare recommendations to pursue or decline specific accounts. In addition, they work with agents to foster and develop relationships and to secure new business. They develop and conduct training presentations and programs directed towards controlling

losses or improving claim case management to all levels of management employees of business clients and small groups or associations.

Property Management Real Estate Advisor: Property and real estate managers oversee the performance of income-producing commercial or residential properties and ensure that real estate investments achieve their expected revenues.

Real Estate Appraiser: Estimate the value of property for a variety of purposes, such as to assess property tax, to confirm adequate collateral for mortgages, to confirm or help set a good sales price, to settle an estate, or to aid in a divorce settlement. They often specialize in appraising or assessing a certain type of real estate such as residential buildings or commercial properties. However, they may be called on to estimate the value of any type of real estate, ranging from farmland to a major shopping center. Assessors estimate the value of all properties in a locality for property tax purposes whereas appraisers appraise properties one at a time.

Real Estate Officer: Finds real estate locations for a company, negotiation of lease agreements, acquisition of real estate and valuation of properties. This job requires a thorough understanding of finance and real estate.

Residential Real Estate Agent/Broker: Have a thorough knowledge of the real estate market in their communities. They know which neighborhoods will best fit clients' needs and budgets. They are familiar with local zoning and tax laws and know where to obtain financing. Agents and brokers also act as intermediaries in price negotiations between buyers and sellers. When selling property, brokers and agents arrange for title searches to verify ownership and for meetings between buyers and sellers during which they agree to the details of the transactions and in a final meeting, the new owners take possession of the property. They also may help to arrange favorable financing from a lender for the prospective buyer; often, this makes the difference between success and failure in closing a sale. In some cases, brokers and agents assume primary responsibility for closing sales; in others, lawyers or lenders do. *Also known as Realtors or Brokers*

Risk Manager: Oversee programs to minimize risks and losses that might arise from financial transactions and business operations. They also manage the organization's insurance budget. Managers specializing in international finance develop financial and accounting systems for the banking transactions of multinational organizations.

Underwriter: Decide if insurance is provided and under what terms. They are needed to identify and calculate the risk of loss from policyholders, establish who receives a policy, determine the appropriate premium, and write policies that cover this risk. An insurance company may lose business to competitors if the underwriter appraises risks too conservatively, or it may have to pay excessive claims if the underwriting actions are too liberal.

Investments Area:

Commodity Broker: The most common type of securities sales agent is called a broker or stock broker. These are the people who sell securities to everyday people, also known as retail investors. Although only about 2 out of every 10 equities are held by small investors, most investors fall into this category. Because there are so many retail investors, they must work through a broker rather than trading directly on an exchange. First, the investor speaks with the broker, discussing the terms of the trade. Then, the broker relays this information to a *trader* at the company's headquarters. Because most securities companies are very large, they can often find other company clients who are willing to buy or sell the same security. Otherwise, the stock trader places an order with a floor broker at an exchange, or trades the stock on an electronic network. The broker charges a fee for this service, and may also make money by finding a lower price for the security than was arranged with the investor. *Also known as a Stock Broker or Trader*

Equity Analyst: Works with financial analysis. An analyst will write reports on the companies they are supposed to cover, trying to describe the businesses and their opinion of the company's investment potential, usually from a fundamental analysis standpoint. They also summarize that report with a rating, such as "buy", "sell", "market perform", "overweight", "hold", etc. The analysts get their information by studying public records of the company and by participating in public conference calls where they can ask direct questions to the management. Previously, analysts were said to obtain lots of information (especially from clients of their investment bank), via exclusive meetings with upper management. Regulation FD (Fair Disclosure) is said to prevent most of this from happening at present. Financial analysts work for banks, insurance companies, mutual and pension funds, securities firms, and other businesses, helping these companies or their clients make investment decisions. *Also known as Investment Analyst, Securities Analyst or Research Analyst*

Hedge Fund Principal Trader: Sell stocks and bonds to investors. Instead of selling their services to companies for fees, salespeople and traders sell securities to customers for commissions. These sales agents generally work by telephone, calling customers and their agents to discuss new stock and bond issues. When an investor decides to make a purchase, the order goes to the trading floor. Traders execute buy and sell orders from clients and make trades on behalf of the bank itself. Because markets fluctuate so much, trading is a split-second decision making process. If a trader cannot secure the promised price on an exchange, millions of dollars could potentially be lost. On the other hand, if a trader finds a better deal, the bank could make millions more. Fund manager (or investment advisor in the U.S.) refers to both a firm that provides investment management services and an individual who directs fund management decisions. *Also known as Investment Banking Sales Agent*

Investment Manager: is the professional management of various securities (shares, bonds etc.) and assets (e.g., real estate), to meet specified investment goals for the benefit of the investors. Investors may be institutions (insurance companies, pension funds, corporations etc.) or private investors (both directly via investment contracts and more commonly via collective investment schemes e.g. mutual funds). Investment managers who specialize in advisory or discretionary management on behalf of (normally wealthy) private investors may often refer to their services as wealth management or portfolio management often within the context of "private banking". The provision of 'investment management services' includes elements of financial analysis, asset selection, stock selection, plan implementation and ongoing monitoring of investments. Investment management is a large and important global industry in its own right responsible for caretaking of trillions of dollars, euro, pounds and yen. Coming under the remit of financial services many of the world's largest companies are at least in part investment managers and employ millions of staff and create billions in revenue. *Also known as Portfolio Manager*

Investment Operation Specialist (Sample Job Description: Indeed.com): Calculate, reconcile and post dividend payments, interest payments and principal pay-down transactions on multiple systems; Accurate review and importing of equity, fixed income and mutual fund trade files; Accurate review and importing of pricing data from various outside sources; Calculate, reconcile and post corporate action transactions on multiple systems; Accurate security set-up, review and maintenance on multiple systems; Facilitate trade execution of mutual fund activity via NSCC/Fundserv and/or direct to fund NSCC file downloads; Online or telephone execution of money market fund trades; Process ad hoc client, advisor and manager directed activity with sub-custodian/broker relationships; Process trade corrections; provide gain/loss documentation; Research and resolve reconciliation outages due to trading, pricing, cash and security variances; Create or modify procedures for new department processes; Communicate effectively with all levels of personnel, fund representatives and portfolio management; Adopt continuous process improvement mindset in rapidly changing fast paced environment; create and modify procedures for new department processes and improvements; Surge as a back up resource for all areas of group; ability to provide cross training to others in the group; Work with business analysts to develop requirement documents and test plans for enhancement requests for custody system as well as assist in the testing of those enhancements

Mutual Fund Analyst: Conduct the due diligence analysis of mutual funds and related products including managed-account products, retirement and college-savings plans, and unit investment trusts sold by the organization. They prepare recommendations associated with mutual fund and related product approvals. They also communicate conclusions to product leaders, vendors, and internal clients at all levels. They develop an in-depth knowledge of mutual funds and related investment products spanning three countries. Finally, they work in collaboration with other product review analysts to support the department's objectives.

Portfolio Management Marketing (Sample Job Description: Burger King Brands, Inc.):

The primary objective of this position is to lead a cross-functional team in the development, positioning and implementation of new products. This cross-functional team is comprised of managers from Product R&D, Consumer Insights, Research & Analysis, Marketing, Operations R&D, Operations Excellence, and other related departments. The end goal of these efforts is to increase sales and profits in a measurable way for a given group of products. The product development process requires concept development, robust consumer research and analysis, and in-market testing. Product commercialization and optimization additionally requires product and brand positioning, advertising and merchandising development, and product portfolio management. The assistant manager works closely with the Product Marketing manager, director, and extended Product Marketing team to achieve these goals.

Project Finance: The financing of long-term infrastructure and industrial projects based upon a complex financial structure where project debt and equity are used to finance the project. Usually, a project financing scheme involves a number of equity investors, known as sponsors, as well as a syndicate of banks which provide loans to the operation. The loans are most commonly non-recourse loans, which are secured by the project itself and paid entirely from its cash flow, rather than from the general assets or creditworthiness of the project sponsors, a decision in part supported by financial modeling. The financing is typically secured by all of the project assets, including the revenue-producing contracts. Project lenders are given a lien on all of these assets, and are able to assume control of a project if the project company has difficulties complying with the loan terms.

Public Finance: A field of economics concerned with paying for collective or governmental activities, and with the administration and design of those activities. The field is often divided into questions of what the government or collective organizations should do or are doing, and questions of how to pay for those activities.

Other Positions:

Accountant: Help to ensure that the Nation's firms are run efficiently, its public records kept accurately, and its taxes paid properly and on time. They analyze and communicate financial information for various entities such as companies, individual clients, and government. Beyond carrying out the fundamental tasks of the occupation—preparing, analyzing, and verifying financial documents in order to provide information to clients—many accountants also offer budget analysis, financial and investment planning, information technology consulting, and limited legal services.

Specific job duties vary widely among the four major fields of accounting and auditing: public, management, government accounting, and internal auditing. *Also known as Auditors*

Account Representative: an individual who is licensed to sell securities and has the legal power of an agent, having passed the Series 7 and Series 63 examinations. Usually works for a brokerage licensed by the SEC, NYSE, and NASD. *Also known as Registered Representative*

Articling Student (Sample Job Description: McCuaig Desrochers LLP):

We expect our articling students to continue their formal education within the context of the law firm environment, and to become exposed to the highest possible range of legal subject matters, various alternatives for dispute resolution, appropriate business practices, and ethical standards. Students will receive assignments from all members of the firm, coordinated and closely guided by their principal. We pride ourselves on an "open-door" policy, and students will have the opportunity to develop their own skills and interests by drawing on the diverse expertise of all practitioners. Because we look upon the articling process as one of making an investment in the firm's future as well as the student's, we place the focus on education and obtaining experience. The student will have considerable client contact and courtroom experience, as well as preparing research memoranda.

Bureau of Labor Statistics Analyst: Starts a project by listening to managers describe a problem. Then, analysts ask questions and formally define the problem. For example, an operations research analyst for an auto manufacturer may be asked to determine the best inventory level for each of the parts needed on a production line and to ascertain the optimal number of windshields to be kept in stock. Too many windshields would be wasteful and expensive, whereas too few could halt production. Analysts would study the problem, breaking it into its components. Then they would gather information from a variety of sources. To determine the optimal inventory, operations research analysts might talk with engineers about production levels, discuss purchasing arrangements with buyers, and examine storage-cost data provided by the accounting department.

Regional/Urban Planner: Develop long- and short-term plans for the use of land and the growth and revitalization of urban, suburban, and rural communities and the region in which they are located. They help local officials alleviate social, economic, and environmental problems by recommending locations for roads, schools, and other infrastructure and suggesting zoning regulations for private property. This work includes forecasting the future needs of the population. Because local governments employ the majority of urban and regional planners, they often are referred to as community or city planners.

Contract Administrator: Prepare Contract Documents (Purchase Agreements, Service Engagement Letters, Revisions, Teaming Agreements, Change Amendments, etc); Proactively engage in every opportunity to ensure prompt, efficient and accurate turnaround of customer documents; Recommend ideas for optimizing the daily workflow processes and document retention and retrieval processes; Enhance the brand image of Entelligence and Brocade by providing an extraordinary Customer Experience through flawless execution of account strategies.

Deputy District Attorney: Attorneys employed by the District Attorney's Office to support the District Attorney in prosecuting those who violate the law. DA's Offices are typically organized in a hierarchical manner, less experienced deputy district attorneys (DDAs) are assigned routine misdemeanor and felony crimes. More experienced DDAs will be given more serious cases. In larger offices, DDAs who have considerable trial experience will often be assigned to special divisions handling particular types of cases, such as gang related crimes, financial crimes, narcotics, and sex crimes. Other, less conventional assignments include community related projects such as in Lancaster, CA where David Berger Deputy District Attorney was assigned to handle the creation of an entire anti-crime task force which became known as LAN-CAP. For the most part DDAs duties start after a crime has occurred, a suspect has been identified, and arrest has been made. The DDA will receive a file with crime reports, results of forensic investigations, and witness statements. It is then the duty of the DDA to review the file and present the case in court.

Housing Accounting Clerk (Sample Description: Indeed.com): Responsible for various duties within the Accounting Department, which may include the following: processing, recording, and dispensing of payments for all hotel liabilities incurred; processing, recording, and billing of debts owed to the hotel; accurate reporting of revenue to ensure that the information is balanced to the general ledger.

Industry Economist: Study how society distributes resources, such as land, labor, raw materials, and machinery, to produce goods and services. They may conduct research, collect and analyze data, monitor economic trends, or develop forecasts. Economists research a wide variety of issues including energy costs, inflation, interest rates, exchange rates, business cycles, taxes, and employment levels, among others.

Economists develop methods for obtaining the data they need. For example, sampling techniques may be used to conduct a survey and various mathematical modeling techniques may be used to develop forecasts. Preparing reports, including tables and charts, on research results also is an important part of an economist's job. Presenting economic and statistical concepts in a clear and meaningful way is particularly important for economists whose research is intended for managers and others who do not have a background in economics. Some economists also perform economic analysis for the media.

Inventory Analyst: is responsible for maintaining targeted inventory levels for the distribution facilities of the company either locally or nationwide depending on the size of the company. Ongoing analysis of various business factors including past and present retail performance, seasonality, and annual promotions will aid you in forecasting future sales and the replenishment of merchandise for these facilities. An inventory analyst will also work closely with vendors, dealers, and distribution center staff to ensure accurate and timely orders while providing customer service to retailers which is also a key responsibility.

Marketing Manager: Develop the firm's marketing strategy in detail. With the help of subordinates, including product development managers and market research managers, they estimate the demand for products and services offered by the firm and its competitors. In addition, they identify potential markets—for example, business firms, wholesalers, retailers, government, or the general public. Marketing managers develop pricing strategy to help firms maximize profits and market share while ensuring that the firm's customers are satisfied. In collaboration with sales, product development, and other managers, they monitor trends that indicate the need for new products and services, and they oversee product development. Marketing managers work with advertising and promotion managers to promote the firm's products and services and to attract potential users.

Operations Coordinator (Sample Job Description: City of Columbia, MS)

Responsible for scheduling, shift assignment and manpower needs. Responsible for overseeing the maintenance of all communication equipment on and off site including warning sirens, generators, transmitters, etc. Advises on system requirements and alternatives; ships equipment for service/ gathers data and statistical information and supervises short-term equipment projects. Participates in interviews; makes recommendations on permanent and temporary employee selections; supervises daily operations including work schedules, work locations, and assignments. Ability to assume the duties of the Administrator and Administrative Services Coordinator in their absence. Assists staff in the development and maintenance of procedures, protocol and data base information for both new and existing systems. Assists Administrative Services Coordinator with training needs, continuing education and programs required by State Law and policy and procedure changes. Assists staff with maintenance of 911 system and documentation including updating "run boxes" and street indexing and operator instruction on same as required. Responsible for overseeing the production of recordings and documents for court. Investigates complaints and gathers data as assigned. Must be able to supervise or work a console position in the operations room as needed.

Principal: Responsible for the overall operation of their schools. Some of their duties and responsibilities are delineated in state statutes. States and school districts have also set expectations for principals through their principal evaluation criteria and procedures. During the latter part of the twentieth century, as schools began to be held more accountable for the performance of their students on national and state assessments, the duties and responsibilities of principals changed. Principals became more responsible for teaching and learning in their schools. In particular, their duty to monitor instruction increased along with their responsibility to help teachers improve their teaching. With this change in responsibilities, principals discovered the need to more effectively evaluate instruction and assist teachers as they worked to improve their instructional techniques. The principal's duty to improve the school instructional program is mandated by legislation in some states. Some state legislation requires the removal of principals when schools are classified as low performing (students do not meet achievement expectations) for a specified period of time.

Product Support Representative (Sample Job Description: ADTS): Assist customers and sales representatives with material and/or product/equipment problems, returns, and exchanges, and will expediently handle and/or escalate related customer concerns and questions to ensure high levels of customer service, in accordance with customer and organizational requirements, procedures, and regulatory guidelines. Includes, but is not limited to: responding to incoming phone calls in a timely, cheerful, helpful, and professional manner, and providing assistance with problem solving and equipment troubleshooting; gathering sufficient and critical information related to specific customer reported concerns, questions, and/or equipment problems in order to determine appropriate courses of action; authorizing and issuing return authorization numbers for the return of materials and customer owned equipment corresponding to service requests, preventive maintenance requests, and/or specific product complaints; monitoring and tracking the return, repair, processing, and turnaround of materials and equipment; processing and coordinating requests for loaner equipment; entering accurate and timely information into the Product Support database, SAP system, and other systems as necessary to effect product returns and/or exchanges and ensure customer satisfaction.

Staffing Specialist: Human resources, training, and labor relations managers and specialists attract the most qualified employees and match them to jobs for which they are best suited. In the past, these workers performed the administrative function of an organization, such as handling employee benefits questions or recruiting, interviewing, and hiring new staff in accordance with policies established by top management. Today's human resources workers manage these tasks, but, increasingly, they also consult with top executives regarding strategic planning. They have moved from behind-the-scenes staff work to leading the company in suggesting and changing policies. *Also known as Labor Relations Manager*

Master's and Doctoral Level Careers in Finance and Related Areas

Career Education in Finance: Undergraduate and Graduate Degree and Certificate Programs

Your finance curriculum will provide you with fundamental financial management tools to succeed in analyzing and executing the financial aspects of managerial decisions. **The minimum level of education required for finance careers is the bachelor's degree.** Popular online college courses in finance focus on technology, ethics, e-business, critical thinking, problem solving, research methods and statistical analysis. Careers in financial management generally require a master's degree or MBA (Master of Business Administration) --some firms hiring financial analysts require one. A bachelor's degree is required for CFA certification, as outlined below.

Masters Degree in Finance:

Obtaining a master's degree in finance is commonly done while working full time, as a way to advance your professional credentials and in conjunction with certification as a Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Chartered Financial Analyst (CFA). Online college classes are an increasingly popular way for financial professionals to accomplish this goal.

MBA programs with a finance specialization consistently update the curriculum to retain current market relevancy.

PhD programs focus on greater understanding of leadership and organizational change, knowledge and learning management, high level decision-making, and finance in modern enterprise. Doctorate programs generally have a short residency requirement.

World Wide Learn: <<http://www.worldwidelearn.com/online-education-guide/business/finance-major.htm>>

Internship Position Titles:

- Actuarial Analyst
- Advertising Sales Intern
- Audit & Assurance Intern
- Business Management Intern
- Business Operations Intern
- Client Service Intern
- Commercial Market Intern
- Corporate Cash Management Intern
- Corporate Communications Intern
- Enterprise Change Management Intern
- Equity Analyst Intern
- Equity Derivatives Trader Trainee Intern
- Finance Intern
- Finance Associate
- Financial Advisors Assistant
- Financial Planning Intern
- Financial Reporting Intern
- Financial Representative
- Financial Trading Intern
- Human Resources Intern
- Internal Audit Intern
- Inventory Management Intern
- Investment Banking Analyst
- Investment Banking Marketing Intern
- Loan Administrative Intern
- Marketing Analysis Intern
- Peer Career Advisor
- Private Banking Intern
- Project Management Intern
- Public Service Intern
- Research Analyst
- Statistical Analyst/Pivot Tables Intern
- Stockbroker Intern
- Strategy & Business Development Intern
- Tax Intern
- Trade Support Reconciliation Analyst Intern
- Valuation Intern
- Wealth Management Intern

*In order to search for more internship titles, you can visit DePaul's erecruiting website at <http://depaul.erecruiting.com>.

Did you know **Alumni** can help you explore your **Career Options**?

The following is a list of employers represented by our **Finance Alumni**. Search for these **valuable career mentors** and others at depaul.erecruiting.com or ask.depaul.edu.

Accenture, LLC	DV Trading, Inc.	McGraw Hill
Advisors Clearing Network, Inc.	Edward Jones Investments	Merrill Lynch
American Intercontinental University	Energy Advisory & Associates LLC	Millco Investments
Ameriprise Financial Services, Inc.	Energy Conservation Partners, LLC	Morgan Stanley
Anixter International, Inc.	Enterprise Management Solutions	Morningstar
APAC Customer Services, Inc.	Fashion Resources Corp	Nalco Company
Archdiocese of Chicago	Federal Reserve Bank of Chicago	NASD
Arthur Andersen	Fidelity National Financial, Inc.	National Association of Spine Specialists
Banc of America Investment Services, Inc.	Fiduciary Asset Management	Navigant Consulting, Inc.
Banc of America Leasing & Capital , LLC	Fifth Third Bank	Navistar, Inc.
Banco Popular North America	First Bank & Trust	New York Life, Eagle Strategies Corp.
Bank of America	Fleet Business Credit, LLC	Northern Trust
Bank One	Gallant Construction Co., Inc.	Novell Inc.
Bator Training & Consulting, Inc.	General Electric	Nuveen
BDO Seidman, LLC	Go Promotions	Office of the State Appellate Defender
Bereskin & Parr	Goldman Sachs	Oppenheimer & Co. Inc.
BMO Capital Markets	Google	Palladium
Bourbon Hotels & Resorts	Grubb & Ellis Company	Praxair Surface Technologies
Bremen High School District	Harris Bank	Primus Capital Funds
Buccino & Associates	Hinshaw & Culbertson	Project Management Partners, Inc.
Builders Center of Chicago	HomeDirect, Inc.	QuesTec
Calamos Investments	Hometown America	Rivertree Communications
Castrol Industrial Lubricants and Services	Horizon Associates	Safe Money Concepts
Caterpillar Inc.	Houlihan Lokey Howard & Zukin, Inc.	Sears Holdings Corporation
Caxton Associates	Huron Consulting Group	Sonnenschein Nath & Rosenthal, LLP
Closerlook	IBM	Stanislaus County District Attorney's Office
Coldwell Banker	Integro Insurance	Sterling Financial Investment Group
CompBenefits Corporation	Ipsos	Summit Energy Services, Inc.
Cook Urological Inc.	JMG	SVB Financial Group
Credit Agricole Alternative Investments	JP Morgan Chase	TD Securities
CW Capital	KemperSports Management	TEKsystems
Deloitte	KMG Enterprises, LLC	American Association of Individual Investors
Deloitte Financial Advisory	Laurencelle & Associates, Inc.	Thomson Transaction Systems
DePaul University	Lazard Freres & Co.	Trans Union LLC
Diamond Channel, Inc.	LFG	Transwestern Investment Company
Discover Financial Services	LifeServ Corporation	Urban Development Fund, LLC
Draupnir LLC	Marvinac Consulting Services, Inc.	US EPA Region V
Duff & Phelps Investment Management	MasterCard Advisors, LLC	Viskase Corporation

The following job titles are examples of those held by
Finance Alumni and/or those currently working in the field:

Advisor and Specialist	Director- Loan Sales and Trading	Project Manager
Advocacy Associate	Director of Business Development	Quality Manager
Agent	Director of Human Resources	Real Estate Agent
Analyst	Director of Wealth Management	Registered Representative
Articling Student	Equity Analyst	Research Analyst
Assistant Controller	FAS - Associate	Senior Accountant
Assistant Deputy Defender	Financial Accountant	Senior Auditor
Assistant Market Executive	Financial Advisor	Senior Compliance Examiner
Assistant Operations Officer	Financial Analyst	Senior Consultant
Assistant Portfolio Manager	Financial Consultant	Senior Financial Analyst
Assistant Vice President	Financial Planner	Senior Financial Auditor
Associate	General Manager	Senior Partner
Associate Equipment Management Officer	Global Procurement Manager	Senior Project Director
Associate Financial Analyst	Housing Accounting Clerk	Senior Vice President
Attorney	Interest Rate Futures Trader	Software Engineer
Business Analyst	Investment Analyst	Staff Economist
Business Manager	Investment Operation Specialist	Staffing Specialist
CFO	Leading Super Roth Planner	Teacher
Client Energy Manager	Management Consultant	Technical Recruiter
Client Service Representative	Manager, Business Development	Trader
Client Services Officer	Managing Director	UIS Operator - Chicago
Commercial Banker	Managing Principal	Ultrasonographer
Commercial Credit Analyst	Market Planning	Underwriter
Commercial Loan Officer	Mortgage Loan Officer	Valuation Associate
Commodity Broker	National Admissions Advisor	Vice Chief Accounting Officer
Consultant	Portfolio Manager	Vice President
Controller	Practice Management	Vice President of Cash Management
Deputy District Attorney	President	Vice President of Information Systems
Development Data Services Manager	Principal	Vice President of Investment Consultant
Director	Product Support Supervisor	Vice President of Operations
Director Business Development	Programmer Analyst	

Online Resources:

- Academy of Financial Services: <http://www.academyfinancial.org/>
- American Finance Association: <http://www.afajof.org/>
- Certified Financial Planner: Board of Standards, Inc: <http://www.cfp.net/>
- Financial Executives Institute: <http://www.financialexecutives.org/>
- Financial Management Association: <http://www.fma.org/>
- Financial Planning Association: <http://www.fpanet.org/>
- Futures Industry Institute: <http://www.fiafii.org/>
- Government Finance Officers Association: <http://www.gfoa.org/>
- Society of Financial Services Professionals: <http://www.financialpro.org/>

****Additional associations and societies by specialization within Finance****

- Accounting: <http://www.ipl.org/div/aon/browse/bus03.00.00/>
- Banking: <http://www.ipl.org/div/aon/browse/bus08.00.00/>
- Insurance: <http://www.ipl.org/div/aon/browse/bus35.40.00/>
- Investments: <http://www.ipl.org/div/aon/browse/bus35.35.00/>
- Personal Finance: <http://www.ipl.org/div/aon/browse/bus35.65.00/>
- Real Estate: <http://www.ipl.org/div/aon/browse/bus75.00.00/>
- O*NET Online: <http://online.onetcenter.org>

Job Search Websites:

- **Jobs in the Money:** <http://www.jobsinthemoney.com/>
- **eFinancial Careers:** <http://www.efinancialcareers.com/>
- **Careers-in-Finance:** <http://www.careers-in-finance.com/>
- **Career Center's eRecruiting website:** <http://depaul.erecruiting.com>
- **Collegegrad.com:** <http://www.collegegrad.com>
- **CollegeRecruiter.com:** <http://www.collegerecruiter.com>
- **Careeronestop.org:** <http://www.careeronestop.org>
- **Careerbuilder.com:** <http://careerbuilder.com>
- **Indeed.com:** <http://www.indeed.com>
- **Quant Finance Careers:** <http://www.quantfinancejobs.com/>
- **CollegeRecruiter.com:** www.collegerecruiter.com/
- **Financial Job Network:** <http://www.financialjobnet.com/>
- **CareerBank.com:** <http://www.careerbank.com/>
- **The Riley Guide:** <http://www.rileyguide.com/finance.html>

Salary Links:

- **Salary.com:** <http://www.salary.com>
- **Wage web:** <http://www.wageweb.com>
- **NACE Salary Survey 2008:** http://careercenter.depaul.edu/_downloads/sschartSP08.gif
- **Indeed.com's Salary Search:** <http://www.indeed.com/salary>
- **Monster.com's Salary and Benefits Information:** <http://career-advice.monster.com/salary-benefits/home.aspx>
- **Vault.com's Salaries and Compensation:** <http://www.vault.com/salaries.jsp>
- **Collegegrad.com's Salary Information:** <http://www.collegegrad.com/salaries/index.shtml>
- **Careeronestop.org's Salary Information:**
<http://www.careeronestop.org/SalariesBenefits/SalariesBenefits.aspx>
- **Pay Scale:** <http://www.payscale.com/>
- **Career Builder Salary:** Cbsalary.com

DePaul Organizations:

- **Financial Management Association**

The Financial Management Association (FMA) is the global leader in developing and disseminating knowledge about financial decision making. The mission of the FMA DePaul Student Chapter is to bridge the gap between academicians, financial institutions and students, to provide opportunities for interaction between financial professionals and students, to promote the development and understanding of basic and of sound financial practices, and to enhance the quality of education in finance for students.



FMA DePaul chapter has accomplished our mission by providing students with corporate networking events, educational finance seminars, community service activities, and spring break educational trips the world's leading financial centers. Our successes in programming this year have helped increase our membership base by 100%, with an addition of 90 new members last year.

***To learn more information about DePaul's chapter of FMA and the requirements to join, go to <http://condor.depaul.edu/~fma/membership.htm>.**

- **DePaul University Accounting Club**

The DePaul University Accounting Club is an organization in which accounting/business majors can join together to become future assets to the business world. Throughout the school year, members are asked to participate in numerous service activities, social events, networking events, and skills improvement workshops. In addition, every fall, the Accounting Club hosts Firm Visits, where members can visit firms around the Chicago area to learn more about the accounting and business profession.



The Accounting club holds many events for which participation is encouraged and rewarded. For each event that you attend, points will be awarded toward our Scholarship Program. At the Annual Spring Banquet, eight scholarships are awarded to the members who have accumulated the highest number of points throughout the year. Scholarships are awarded to two seniors, three juniors, two sophomores, and one freshman with the highest points for their respective level (this is subject to change based on the contributions of area companies). Sign-in sheets for members are available at all Accounting Club sponsored events, so be sure to sign in for points toward the scholarships.

***To learn more information about the DePaul University Accounting Club and the requirements to join, go to <http://condor.depaul.edu/~ac/about.html>.**

- **DePaul Investment Club**

The DePaul Investment Club was established in the summer of 2007 by Dan



Nelson and Eric Dutram with the hope of getting students interested about investing. The primary goal of the club since day one was to educate its members about stocks and how to invest in them. The club has also put forth great effort into bringing prominent speakers on campus as well as coordinating the initiation of an undergraduate stock fund sometime in the near future. With a city like Chicago and its many notable businesses, members have also had the opportunity to interact with some of the

business world's most prominent individuals and companies. The objective behind each and every one of these ideas is to provide members with the experience they need for today and for the future.

***To learn more information about the DePaul Investment Club and the requirements to join, go to <http://depaulinvestmentclub.com/>.**

- **Alpha Kappa Psi: The Professional Business Fraternity**

In 1904, Alpha Kappa Psi was founded on the principles of educating its members and the public to appreciate and demand higher ideals in business and to further the individual welfare of members during college and beyond. College men and women everywhere are discovering that Alpha Kappa Psi is much more than just another organization or club—it is a unique, prestigious association of students, professors, graduates and professionals with common interests and goals. The main focus of Alpha Kappa Psi is to provide leadership development, personal and professional training and the fundamental ingredient higher education misses—experience. Through professional development, educational programs, community service and a hands-on application of formal education, students of Alpha Kappa Psi use the business skills they are taught in the classroom to acquire life skills such as the art of compromise, consensus building, project management, team building and networking.



The Tau Chi Chapter of Alpha Kappa Psi, located in the heart of Chicago at DePaul University, was established in 2002. The founding members of the fraternity felt a need to establish an organization that stressed the bonds of brotherhood as well as professional business skills. Currently, the Chapter stands strong with 51 active members and many graduated alumni dispersed throughout Chicago's vast business network.

***To learn more information about DePaul's chapter of Alpha Kappa Psi and the requirements to join, go to <http://www.akpsi-depaul.com/index.html>.**

- **Delta Sigma Pi: Professional Business Fraternity**

Delta Sigma Pi is a professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce, and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

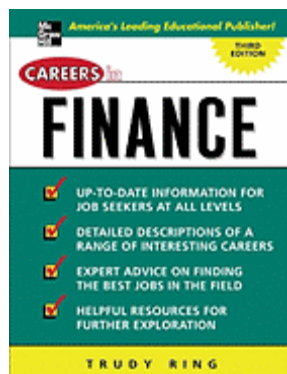


Delta Sigma Pi was founded in 1907 at New York University: School of Commerce, Accounts and Finance by Harold Valentine Jacobs, Alexander Frank Makay, Alfred Moysello and Henry Albert Tienken. Today, coast to coast, more than 260 chapters and over 221,000 members support the goals and ideals of the Fraternity.

The Alpha Omega Chapter of Delta Sigma Pi was founded on June 6, 1928 with the advent of the splendid expansion of the downtown school in opening its new magnificent building. Delta Sigma Pi Fraternity, inspired by the spirit of the move, has brought to DePaul a National Fraternity of the highest caliber with its reactivation in February 2001.

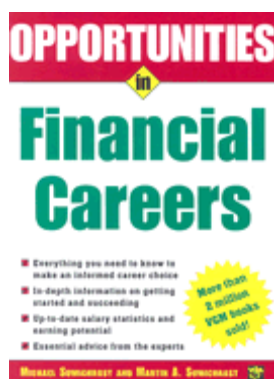
***To learn more information about DePaul's chapter of Delta Sigma Pi and the requirements to join, go to <http://dspdepaul.wordpress.com/>.**

DePaul University Library Resources:



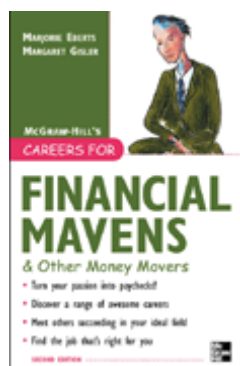
Ring, Trudy. *Careers in Finance*. New York: VGM Career Books, c2005. 332.02373 R581c2005 (Lincoln Park Career Information Collection)

Information about Book: The world of finance has experienced vast changes in recent years. With advanced computers taking over many number-crunching duties, financial firms are in need of analysts. The economy is going global at breakneck speed, making a career in finance more vibrant and exciting than ever. The opportunities are endless for young, creative thinkers. With keen foresight and thorough knowledge of the industry, you can get on the fast track of this ever-expanding industry. Before you invest time, money, and effort, though, let *Careers in Finance* provide you with an accurate picture of what various specialties entail. This concise yet comprehensive guide provides numerous tips for finding and keeping the job that's right for you. *Careers in Finance* includes expert guidance from those in the field as well as an appendix of resources for additional information. Here's the first step in preparing yourself for what to expect and what to project in order to succeed, no matter which path you choose. Book jacket.



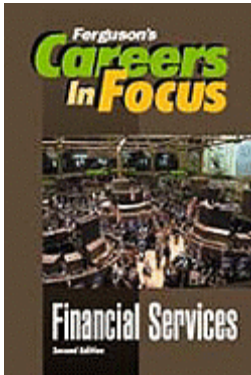
Sumichrast, Michael. *Opportunities in Financial Careers*. New York: VGM Career Books, c2004. 332.02373 S955o2004 (Loop Career Information Collection)

Information about Book: The most comprehensive career book series available, *Opportunities in Financial Careers* explores a vast range of professions to help job seekers find the job that's best for them. Each book offers the latest information on a field of interest, training and education requirements for each career, up-to-date professional and internet resources, salary statistics for different positions within each field and much more.



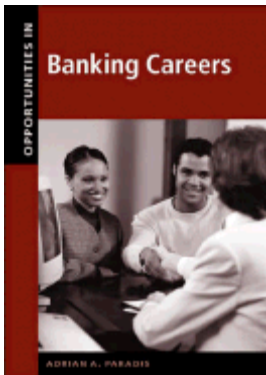
Eberts, Marjorie. *Careers for Financial Mavens & Other Money Movers*. Chicago: VGM Career Books, c2005. 332.02373 E16c2005 (Loop Career Information Collection)

Information about Book: *Careers For You* is the only career series designed expressly to turn passions into paychecks! The inspiring *Careers for You* series encourages career explorers to examine the job market through the unique lens of their own interests. Includes: The latest information on training and education, tips on transforming hobbies into job skills, stories of success from each field, expert advice on finding and getting the job, advice on competing in hot job markets.



Publishing, Ferguson. *Careers in Focus: Financial Services*. Chicago: Ferguson Publishing Company c2001. 332.02373 C271cf2001 (Loop Career Information Collection)

Information about Book: Each volume in Ferguson's *Careers in Focus* series offers an overview of a career category followed by a selection of jobs. This issue focuses on financial services.



Paradis, Adrian A. *Opportunities in Banking Careers (electronic resource)*. Lincolnwood: VGM Career Cooks, c2001. E-Book (DePaul Electronic Access)

Information about Book: *Opportunities in Banking Careers* offers job seekers essential information about a variety of careers within the banking field and includes training and education requirements, salary statistics, and professional and Internet resources.

* To find more books about career options for finance majors, you can go to the DePaul University Libraries page and locate Books, Videos, & Music. (<http://www.lib.depaul.edu/books.htm>).

What do Employers Look For in Finance Majors?

There are three main things that employers look for in finance majors:

1. Skills and Abilities
2. Knowledge/Pursuit of Certifications
3. Personal Traits

Skills and Abilities:

- Strong Math, Problem Solving and Analytical Skills
- Conducting Financial Analyses
- Computer Analysis of Data
- Use of Spreadsheet and Statistical Packages
- Interpersonal Skills
- Customer Service(Personal Financial Advisors)
- Creative Thinker

Knowledge:

- Money Market
- Economy
- Tax Laws
- Pursuit of Certifications and Licensing
 - Chartered Financial Analyst(CFA)
 - Certified Financial Planner(CFP)
 - Chartered Life Underwriter(CLU)
 - Series 6, 7, 24, 63, 65, 66, etc.
- Compliance Procedures
- Foreign Language
- International Finance

Personal Traits:

- Motivation
- Independent
- Leadership
- Organization
- Self-Confident
- Detail Oriented
- Positive Attitude
- Flexibility
- Communication Skills
- Problem Solving Ability
- Maturity
- Integrity

Getting Started- 4 Steps: Exploring the Career Center Road Map

1. Know Yourself

Think about what has attracted you to finance and why it is the right major for you. It is important that you think about who you are, what you like, and what is important to you when thinking about why you have chosen finance as a major.

- What are your interests?
- What are your skills and abilities?
- What values are important to you in choosing a major and career?
- How does your personality relate to choosing a major and career options?

2. Explore and Choose Options:

Once you have chosen Finance as a major, ask yourself these questions:

- What are all of the available concentrations within finance?
- What are the academic requirements for finance as a major?
- What types of jobs are associated with finance?
- How do you connect skills and education with career options?
- How do you make decisions and set goals about career choices?

3. Gain Knowledge and Experience

Once you make decisions about the direction you would like to take with a career path in finance, you can begin to gain knowledge and experience:

- Gain professional experience through on-campus employment, co-ops, internships (UIP), and part-time jobs
- Look for additional opportunities to volunteer, study abroad, assist with research, or get involved with community service activities
- Attend relevant Career Center workshops such as: How to Find On-Campus Employment, How to Find an Internship, Introduction to Resumes and Cover Letters, Interviewing Skills, How to Prepare for Graduate School
- Find job shadowing and practice interviewing opportunities through the Alumni Sharing Knowledge (ASK) Program
- Join student and/or professional organizations
- Meet with your career advisor and/or faculty in psychology for insight into internships opportunities
- Talk with your academic advisor for recommendations on courses and major requirements

4. Put It All Together

Once you have gained experience and learned the necessary tools to find opportunities, you can begin the job search process:

- Attend relevant Career Center workshops such as How to Work a Job & Internship Fair, Job Search strategies, Advanced Resume and Cover Letters, How to Build a Portfolio, Advanced Interviewing, and Negotiation Skills
- Participate in practice interviews
- Meet with a peer career advisor or career advisor to discuss job search strategies
- Create a portfolio of your work and accomplishments and practice presenting it
- Attend the Career Center's job and internship fairs
- Consider DePaul's On-Campus (OCI) opportunities

For more information, visit <http://careercenter.depaul.edu>

References:

Careers-in-Finance: <<http://www.careers-in-finance.com/>>

DePaul University Libraries: <<http://www.lib.depaul.edu/books.htm>>

Financial Management Association: <http://condor.depaul.edu/~fma/>

DePaul University Accounting Club: <http://condor.depaul.edu/~ac/>

DePaul Investment Club: <http://depaulinvestmentclub.com/>

Delta Sigma Pi: <www.dspnet.org>

Alpha Kappa Psi: < www.akpsi.com>

U.S. Department of Labor Bureau of Statistics: Occupational Outlook Handbook, 2008-2009 Edition.
<<http://www.bls.gov/oco/>>.

Western Carolina University: <<http://www.wcu.edu/6932.asp>>

ModernAnalyst.com:

<<http://www.modernanalyst.com/Resources/Articles/tabid/115/articleType/ArticleView/articleId/181/Business-Analyst-Job-Description.aspx>>

Wikipedia: The Free Encyclopedia: <http://en.wikipedia.org/wiki/Main_Page>

StateUniverdsity.com: <<http://education.stateuniversity.com/pages/2333/Principal-School.html>>

InvestorWords.com: http://www.investorwords.com/4130/Registered_Representative.html

Empire Stock Broker: <http://www.empirestockbroker.com/>